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MASTER-KEYS TO BUSINESS
LITERATURE

Ellwood H. McClelland

SUPERVISION OF DETROIT SCHOOL
LIBRARIES

Marion Lovis

ON CHARGING FOR BOOK RESERVES

Mabel W. Thomas

CLASSIFICATION FOR ORIENTAL
LIBRARIES

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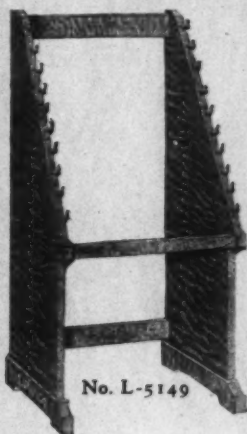
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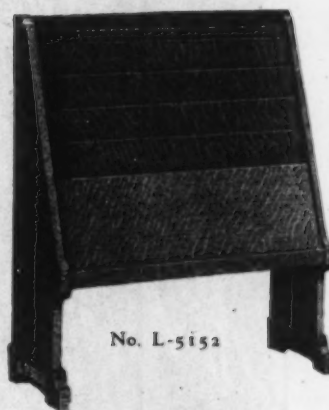
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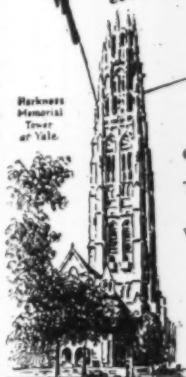
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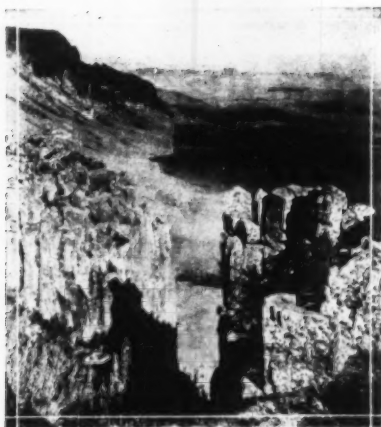
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DIE STUFEN DES ORGANISCHEN UND DER MENSCH. Einleitung in die philosophische Anthropologie. Von Helmut Plessner, Prof. a.d. Univ. Köln. Oktav. VIII, 346 Seiten. Mk. 12.80, geb. 14.—. Dieses Werk entwickelt die Stellung des Menschen in der Natur in systematischem Stufengang über pflanzliche und tierische Lebensform und bringt so eine streng methodisch gehaltene Philosophie der lebendigen Natur.

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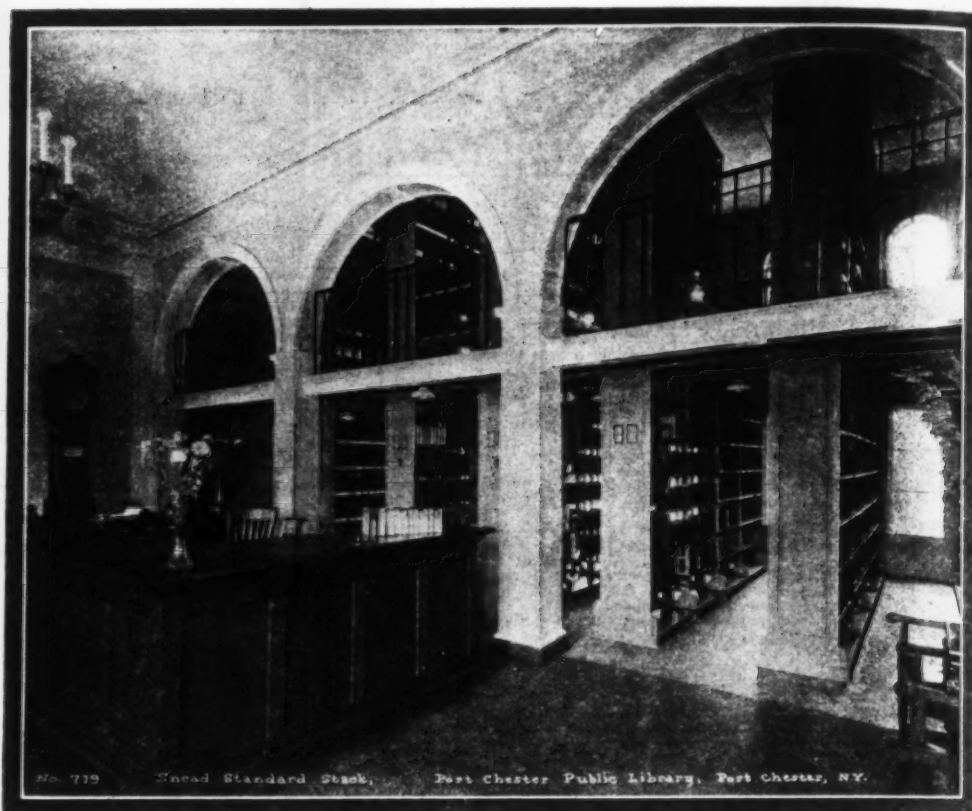
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• FEBRUARY 1, 1928 •

THE LITERATURE OF BUSINESS AND THE PRO- FICUOUS ART OF LOCK PICKING

BY E. H. McCLELLAND

Technology Librarian, Carnegie Library of Pittsburgh

My title is not intended either to portray the business man as a second-story worker or to deal with literature for the cracksman who tampers with locks belonging to others. It refers rather to the stores of business information locked up in print, and approached thru a multiplicity of doors which the business man is legitimately entitled to pass thru, to reach material which he can advantageously use—doors to which admission is free, but not always easy. The request came for a paper* which should touch on the reasons why the business literature in our libraries is not more used, and the title carries a suggestion of what in the opinion of the writer is one of the weightiest of these reasons.

The paper is concerned primarily with reference material, because there is no branch of technical literature in which books alone can be depended upon to satisfy the specialist. No attempt is made to offer a panacea or to foster the illusion that everyone in the community can be led to read business literature. Perhaps some libraries are expecting too much. If we had in Pittsburgh the best textile library in the world, we ought not to expect it to be very busy. Few of us can create a market as promptly and effectively as the market for shoes was created in O. Henry's *Cabbages and Kings*.

What we call business literature is extremely variable in quality. There is so much good in the best of it and so much bad in the worst of it that it is difficult to arrive at any definite characterization of the whole field.

Business is a broad and elastic term. As generally understood to-day it covers everything from the work of the bank president to the activities of the peripatetic peddler of "hot dogs." A man with no previous training can not well be a cook or a carpenter or a chemist to-morrow, but there is nothing to prevent anyone from starting in business, tho there may be difficulties in the way of his continuing, as is evidenced, for example, by the annual list of business failures. Obviously, the votaries of business constitute a much more heterogeneous group than exists in almost any other trade or profession, and it is not to be expected that the library or any other agency can reach the entire group thru any one general appeal.

It is not easy to measure the use of the literature of business. There is no existing classification to guide us in adequately classifying this literature as a whole. Perhaps we shall get such a guide from the Harvard Business Library which is now working on that very problem. At present, in libraries which use "Dewey" or any modification thereof, much of the business literature goes in the 600's, but much of it goes in the 300's. There is a very interesting little pamphlet entitled *The Book That Has Helped Most in Business*. Its author claims this record for the Bible, and offers entertaining evidence in support of his views; no librarian thinks of statistics of the 200's as indicating business service, but there are many less extreme cases.

Earnest Elmo Calkins, writing under the heading "Beauty the New Business Tool"* elaborates on the present economic reasons for

*Paper read at the Business Libraries Round Table at Chicago, December 29, 1927.

**Atlantic Monthly*, August 1927, p. 145-156.

observation of artistic principles in manufacturing, in advertising, and in industry in general. To whatever extent this artistic urge may operate, it should send the business man to the literature of the fine arts. An increasing amount of help comes from technical and industrial literature. The business man who does read, may get help from many scattered sources. Queries are not always labeled "business," and few libraries really know how much help they are giving to business men.

There is an increasing need for business information, and probably a growing recognition of the library as the source of this information. In a book just off the press (M. S. Rukeyser's *Financial Advice to a Young Man*) the author says in his foreword that "Few correspondence schools can offer more than the enterprising man or woman can get from reading well selected books at the public libraries." Yet the latest report of the Director of the Census has a record, for a single year, of 51,870 letters of inquiry for statistical information. Probably much of the information given was unavailable elsewhere, but it is probable too, that some of the inquiries could have been answered by our local libraries, if we could promptly get at everything on our shelves.

There are, however, various factors which tend to retard the use of business literature and in so far as these factors influence library work probably many in this audience will think of other and weightier reasons than those set forth here. We, as librarians, are doubtless at fault, but undoubtedly some fault resides in the literature also. Of course it is not possible in any field to measure accurately the effective use of even the books we lend, but in business, perhaps oftener than elsewhere, a borrower returns books and borrows others on the same subject because the earlier ones failed to answer his questions. He may persist and find what he wants, or the library may lose him altogether unless he receives intelligent personal attention.

The juiciest of the publishers' "blurbs" and the most flamboyant of the book jackets are seldom found in connection with business books. Fiction, travel, or poetry may invite the reader by alluring titles, but in technical or business literature this is less feasible. We should all be grateful for truthful rather than fanciful titles, tho an occasional title such as *Getting Your Money's Worth* indubitably does something to promote the use of the book.

The chemist or engineer working with inert materials of definite properties can arrive at definite results. In many business activities, however, the human factor introduces an element which precludes definite results. F. C. Kelly's *Human Nature in Business* gives many

instances. Business is not an exact science and the literature shows it. In advertising, much of the early literature was based on "punch," on hectic appeal, and sometimes on exaggerated statement; later, it was based on the doctrine of psychology in advertising; and more recently it has rested largely on analysis of the product and the market. The value of advertising is relative rather than absolute. One of the best illustrations of this is the old story of the prominent flight of steps which on the riser of every second step bore the query, "Good Morning. Have You Used Pears' Soap?"; but the effectiveness of this publicity was much impaired by the enterprise of a second advertiser who secured the space on all the intervening steps and painted thereon, "No, But I Have Used Smith's. Good Night!" Then there is the recent case of the "coughdrop" Smith Brothers, whom the cartoonists have depicted with shot-guns and bloodhounds on the trail of the wretch who advertises cigarettes under the slogan "Not a Cough in a Car Load."

Some business men—and not only those who are unsuccessful—will tell you that business is a gamble. If this were literally true, there would be little logic behind the advocacy of reading and study, but certainly poker playing and modern business have this in common that in certain situations a quick decision is essential to success. When—in business—this decision is to be influenced by printed information, this information must be speedily available. Unfortunately, much of our business literature does not lend itself to speedy use, and the business man can not always wait while the librarian fumbles in various places where the desired information may be locked up. Even with the "snappiest" service, the library has difficulty enough in competing with the entertainment lavishly provided for the "tired business man."

Indexes are looked upon as the librarian's keys; but, after all, even a good index, with its brief entries, often necessitates consulting much original material which may be irrelevant. The index thus works something like the safe-deposit box with its two keys—perfectly good for its purpose, but not designed for speed. The real master-keys are abstracts, which, if well done, will immediately put the inquirer in touch with something of value.

Some one has said that Mussolini is more like Roosevelt than Roosevelt himself. Certainly much of our scientific and technical literature is more businesslike than business literature itself. In science and technology, books are more likely to be carefully written, and they are much more likely to have good indexes. The journals are usually better indexed, in the separate volumes or in cumulations, and they

are better covered by general indexes. Then is very many cases there are master-keys in the form of abstracts which effectively admit workers to the vast stores of information in their respective fields. Among these fields may be mentioned chemistry, physics, botany, ceramics, pharmacy, glass technology, metallurgy, and various branches of engineering.

Business literature should be covered by a publication of similar character, and business could well afford to pay for it. The greatest abstracting enterprise, *Chemical Abstracts*, has for more than twenty years been supported by the rather modest dues of members of the American Chemical Society.

In earlier days locks were heavy and keys were formidable instruments. With such equipment, the operation of the modern sky-scraper would require an army of husky key-bearing slaves. Modern ingenuity has minimized the weight of the key, but modern business would not tolerate the janitor or renting-agent who depended on hundreds of individual keys. The master-key formed of an ounce of metal, deserves greater tribute than is generally accorded it in our modern life. To-day many a wise householder locks every door in his house with a single key, and takes the precaution of burying a duplicate in his yard where he can easily reach it if necessary.

But while we have approached great perfection in mechanical locks, we have no such high-grade equipment for unlocking the doors to the intellectual materials of business—the store-houses of information in print.

In certain restricted fields, conditions are fairly satisfactory. Accountancy, for example, is characterized by an excellent literature and an intelligent attempt to make it available. The field is one in which books are not likely to be undertaken by hack writers or others with no knowledge of the subject. The *Journal of Accountancy* carries references to current literature in addition to properly indexing its own volumes. The best service, however, is rendered by the *Accountants' Index*, which enables the user to make speedy searches over long periods, consulting parts of books as well as magazine articles. It interprets accounting so broadly that it is serviceable in answering many questions not directly concerned with accounts, and it is one of the few really valuable keys to business literature, despite the fact that it is merely an index and does not attempt abstracting. Its high value will be maintained thru a new volume, now in preparation and to be published probably in 1928. If the entire field of business possessed a literature as high in quality and as ably handled, our library work would be greatly expedited.

The Research Department of the Illinois Chamber of Commerce recently compiled a list of about eighty "Commercial Services." These services range from furnishing translations and letters of credit, to the making of electrotypes and the services of testing laboratories. Many of these agencies publish material, but this is largely in the form of surveys or forecasts, thus adding to the mass of literature, rather than opening the doors to that which already exists. The few which do give attention to abstracting are rather sketchy in character or restricted in scope, or lack the time-saving feature of cumulating their material over extended periods.

Some years ago we had the nearest approach to a master-key—the *Business Digest* which periodically abstracted much of the current literature of business and (much more important for reference use) cumulated this material in quarterly or semi-annual volumes. Despite this short period of cumulation, its age (the first volumes are now a decade old), and the fact that the character of the original material led to a good deal of "chaff" among the abstracts, this *Digest* today is for certain purposes the best key and certainly the most usable one. Its real usefulness for reference vanished when it ceased cumulation, and began issuing the abstracts in classified form, failing to stick consistently to the arrangement of classes. The same mistake was once made by the *Engineering Index* which for several years arranged its entries in classified form. Fortunately this method was not long followed, but we have in the file of this very valuable *Index*, several volumes which are comparatively difficult to use. This difficulty does not reside in the ignorance of the user. However well the user may know his subject, he may still have difficulty in interpreting the mind of the indexer. (The writer does not want to be understood as condemning classified abstracts *per se*. *Chemical Abstracts*, for example, has achieved a great success, but has accomplished it thru adequate indexing.)

With no master-key, and many doors to unlock, it becomes necessary to do what we can with individual keys. Certain existing keys open rather general doors where we find business literature mixed with engineering or with economics. Others admit us to special corridors with definite material well arranged—keys such as Crain's *Market Data Book* and the Newark Public Library's *How to Make a Mailing List*.

But sooner or later we shall find it necessary to explore many rooms for which there are no keys on the market. To accomplish this we can either make our own keys in anticipation of the demand; or, when the need arises, we can embarrassedly try to pick the lock while

the patron looks on. Many of these special keys are desirable, and unfortunately the librarian must pursue the tedious method of the amateur locksmith and file them by hand.

Probably every busy library has invested time and effort in "filing" such keys. A few which in the Carnegie Library of Pittsburgh have proved helpful in business are mentioned here. There is nothing remarkable about most of these files. They are merely common-sense attempts to anticipate future demands and, while they contain much material which will probably never be consulted, their existence saves a good deal of fumbling with suspected locks when time is at a premium.

For thousands of subjects once locked up and likely to be called for again, references are filed by subject. Many bibliographies of varying length have been typed in answer to mail or personal inquiries, and these are dated and filed. One file contains thousands of references to Pittsburgh industries; briefer lists refer to abbreviations, glossaries, bibliographies, biographies, and portraits. For trade catalogs two card files are kept up-to-date, for firm-names and subjects, respectively. For house organs three files are kept, for titles, firm-names, and subjects. In addition, a subject index to contents of certain house organs lists some material not found elsewhere; this could be made extremely valuable if time permitted extending it and keeping it up-to-date. A list of trade names has proved particularly useful. This file does not attempt to include the long lists of brand names found in trade directories. It is concerned mainly with instruments, materials, and processes of some industrial significance but known by coined names which have not yet found their way into dictionaries. The present list defines some 1500 of these terms, citing references, and is continually being supplemented from books, magazines, and trade literature. A directory of technical and trade associations has been maintained for many years (the list in *Industrial Arts Index* now answers for most of the national organizations, but not for local addresses). An index to mathematical tables lists material in many business and engineering books. A file of several thousand commercial letter-heads, tho infrequently used, is occasionally of great value. Lists of United States patents arranged by classes and subclasses include about a quarter of a million patents in those classes which are of greatest interest in Pittsburgh. For the earlier patents in this country, the best existing records are found in old magazines. A card-index lists these early patents in numerical order. A card file of book reviews extending back over many years includes reviews of business books. About

half of this material has been published in the quarterly *Technical Book Review Index* which during the past ten years has recorded some fifty thousand reviews.

These and other unpublished aids have been worked out for purely local service. Naturally they vary greatly in value, and some which were formerly useful have been discontinued. For example, a union list of serials in other local libraries has been largely superseded by a list published last year by the Pittsburgh Special Libraries Association.

Most of the bibliographies we have published are on technical rather than commercial subjects, tho they have usually dealt with rather special topics for which a definite demand was indicated. Publishing of general lists is useful also, but, as with general publicity or speeches to diversified groups, it is difficult to predict the result. We should face the fact that not even the most obliging business man will borrow and read books merely to oblige even the most obliging librarian.

The best time to get a man's interest is when he is beginning to arouse that interest for himself, and the propitious time to acquaint him with our library service is when he really needs that service. This is individual rather than mass work and may be too slow for some of us, but a satisfied customer remains the best advertisement, and season after season the fisherman who can hook every fish that nibbles will have a pretty good record.

Effectual service is the best way of impressing the new patron with the import of the negro preacher's query: "Has you all ever paused to consider how much may be ascertained by finding out?"

If any library can approach the ideal state of being able to provide an intelligent answer to every intelligent or semi-intelligent question that arises, that library is in a fair way to be kept very busy.

We could approach business questions with much greater confidence if we had at hand a single aid performing the functions of a master-key. The best alternative is to fashion our own keys to help us along the routes most frequently traveled. Beyond this, in the remote and keyless regions, ingenuity and the facility that comes with practice will determine how profitable will be the time spent in lock picking.

PROVIDED that a sufficient number of orders is received at an early date reprints will be made of the article by Isadora Gilbert Mudge in the January 15 LIBRARY JOURNAL on Some Reference Books of 1927. The cost will probably be not more than ten cents.

SUPERVISION OF SCHOOL LIBRARIES IN DETROIT

BY MARION LOVIS

Supervisor of Detroit School Libraries

THE general function of supervision in the Detroit system of public schools is outlined by the administration. Each special department, however, with its characteristic work and features develops its own adaptation to the general scheme.

DEPARTMENT OF SUPERVISION

Fifteen special departments make up the Department of Supervision, which is under the leadership of a Director of Supervision of Instruction. Heads of departments meet every two weeks for discussion.

It is thru the Department of Supervision, so organized, that the School Libraries' Department, as well as all other special departments, keeps in touch with policies and progressive work in the schools, and takes whatever part it can in the whole program.

For instance, as the result of discussion of individualized instruction in this group, material was prepared on the possibilities of individualized instruction in each field. The School Libraries Department contributed material from its point of view as part of the general compilation prepared on the subject.

For the Committee on Character Education in the schools, the library, with other departments, analyzed the character building elements in the libraries.

When the psychological clinic was doing special work on characteristics of mental types represented by x y z groups and special methods found successful with them, the platoon school librarians were, as a matter of course, contributors to the study, so that we have the beginning of material on special library methods for these children.

A recent series of newspaper articles on the work of each special department written by the supervisors includes an article on school libraries.

Weekly "progress reports" are made to the Director of Supervision, a tentative program of work for the year is submitted in advance, and an annual report of the year's progress made at the close of the year.

RELATION TO SCHOOL ADMINISTRATION

I am outlining this organization briefly because the Department of School Libraries is an integral part of the school system, with the same relationships and responsibilities as other departments.

A further point necessary to the understand-

ing of the functioning of the system is that the principal in each building has direct supervision of the work of all departments in his building. This means that the program of each department must be made clear to the principal. It becomes then, the duty of the supervisor to see that principals are informed of the program and policies of the department, and to provide them with methods of judging whether the work in the building is functioning. There are regular channels provided for such material for principals, besides the important one of personal conference, personal visits, and demonstration work.

One may readily understand, if this organization seems less direct in its contacts than that of many systems, that with a city covering 146 square miles, and operating 204 schools, very definite lines of organization are essential.

SCHOOL LIBRARIES DEPARTMENT

Out of 204 schools, 97 have libraries. Seventy-four of these are in platoon schools. All of the ten intermediate schools and all of the twelve high schools have libraries, and the libraries of the City College and Teachers College are included in the count. The only schools without libraries at present are the so-called "traditional" schools, and platoon schools smaller than twenty sections. The library is added to the platoon school program with the second unit of the building.

This is the setting for the actual work of supervision of school libraries.

The office of the supervisor is in the Board of Education building which houses the Department of Supervision. The staff consists of one assistant and a clerk.

PROGRAM AND POLICIES

The basic duty of a supervisor, that of outlining policies and planning a program of work upon which to proceed, has been fairly well accomplished in the years thru which the school libraries have already been established. The continuance of the policies developed, the maintenance of the program as planned, and the modification of the program to meet the changes in schools is attempted.

RESEARCH AND EXPERIMENTATION

Supervisors are expected to carry on research and experimentation in their field with the object of analyzing their problems and keeping

abreast of the best thought and procedure in their subject.

Part of our experimentation this year has been along the lines of instruction in the use of the library. Librarians are trying out the multigraphed courses of study; survey tests of library knowledge have been prepared and given; and instruction on the Dalton plan has been tried in one high school.

Another special subject of study has been library work with children of the first three grades.

TRAINING

Training for platoon school positions is the responsibility of the supervisor, who plans and directs the courses at Teachers' College. This necessitates also the actual teaching of at least one course a semester.

Direct class training is supplemented by demonstrations for librarians in their first year positions. These meetings give opportunity for new librarians to spend four afternoons during each semester observing the work of experienced librarians. A schedule for the afternoon is made out by the hostess, and the group discusses points noted and methods with the librarian and supervisor after the children have gone.

Monthly supervisory meetings are conducted for each group—Platoon, Intermediate, and High School Librarians. We have attempted to make these meetings helpful by the presentation and discussion of our own problems by members of the group. There is an occasional outside speaker, but the purpose of the meetings is professional discussion and mutual helpfulness.

PERSONNEL

The personnel of the department is the responsibility of the supervisor, who recommends all appointments, transfers, and promotions. There is a personal rating card by which both principal and supervisor estimate the success of each librarian annually. These ratings are made independently. The principal judges the value of the librarian on his teaching staff; the supervisor judges her success as a librarian and specialist.

Ratings generally agree. The uniformly high rating of librarians by principals gives some measure of the value of their service in the schools. Promotions to intermediate and high schools are made on the basis of academic qualifications, the ratings of supervisor and principal, and personal considerations.

With training and appointments under the control of the supervisor, the personnel of the department can be well guarded, and it is, in fact, a remarkably fine enthusiastic and co-operative group. In general, only the best

type of teacher will prepare herself by means of five special courses, taken in extension or summer school, for a position which brings her no increase of salary, and much increase of responsibility. The work itself is the incentive, and must needs be the reward.

LIBRARY ROOMS AND EQUIPMENT

Rooms and equipment are standardized, so that the supervisor's duty in that connection is limited to checking plans of new buildings, recommending the purchase of standard equipment for each new room, and bringing the need of additional equipment to the attention of the proper department.

BOOK SELECTION

Book selection is a vital function of the supervisor.

An approved list is prepared for each type of school in the office of the School Libraries Department. We have been working for three years to prepare satisfactory basic lists for platoon, intermediate and high schools, with the idea of using the lists as standard, and adding an annual supplement of new books and revisions. In this work we have had the co-operation of the Public Library.

Supervisors', teachers' and librarians' requests have gone into the lists, and a book approval committee including the head of the Children's Department and the head of the Schools Department of the Public Library reviews additions title by title for suitability.

The supervisor's responsibility for book orders ends with the preparation of the lists. Nothing may be ordered which does not appear on the list. Lists are sent to the schools through the Department of Expenditures, and the librarian in each school is free to order from the lists up to the amount of her appropriation. This enables each librarian to build up her book collection to suit the needs of her school. Books are purchased once a year only.

Initial collections of books have been carefully selected, and made into standard lists which form the basis of each new school library.

In each school library which is more than three quarters of a mile from the nearest branch library, the Public Library places a circulating collection of recreational reading, which is administered by the school librarian.

BUDGET ESTIMATES

Budget estimates in books and equipment for new and old buildings are made by the supervisor each year and submitted to the Assistant Superintendent of Schools, who prepares the whole budget.

CENTRALIZED TECHNICAL WORK

A project for centralized cataloging for pla-

toon school libraries has been under way for three years. It is the plan to prepare a unit card for each title on the basic list, with additional entries indicated on the unit card, after the method of the Library of Congress. These cards would then be available in duplicate for the platoon library catalogs. The initial list has been cataloged in this form, and work is proceeding on the whole list.

A simplification of the Dewey Classification for the platoon schools has been prepared, and the class numbers appear on the purchase list. A simplified classification is also in use in intermediate libraries. Intermediate and high schools use Library of Congress cards.

A union shelf-list has been on file for some years, but with our rapid expansion it is hardly feasible to keep it up to date. We are, rather, going to concentrate on classified lists for the use of supervisors and librarians, and depend on the telephone to check whether a given title is in a certain school, in case such information is needed.

PREPARATION OF MATERIAL

The office of the supervisor is responsible for the assembling and compiling of material which will make successful experience and methods of work available for the use of all.

Courses of study for elementary and intermediate schools have been in use for a year. A manual of cataloging for elementary schools is being multigraphed. Survey tests for 7th grade and preliminary and final tests for 9th grades, have been prepared with the co-operation of the Department of Research. Bibliographies correlating with units of the courses of study are in preparation, and will form part of the program of projects for the department next year. The standard approved book lists will also be printed after sufficient revision has been made.

Material prepared for distribution is generally the work of committees or of the "contributing teacher." The contributing teacher, or, in our case, the contributing librarian, is an experienced person who may be called in to the supervisor's office for a period of six weeks to do constructive work, while her library is in charge of a student for whom it is practice work in connection with her library training. Most of the course of study material is the work of the "contributing librarian."

FIELD WORK

Visits are made to school libraries, either on call from the principals for special conferences, or in the course of keeping a general survey of the work. Thru the visiting program, the visits of individual librarians to the office for assistance or conference, and the supervisory meetings, personal contacts are kept, adjustments are made of questions arising in the individual

buildings, and lines of future work are glimpsed.

All librarians new to the work are visited twice a year, and attend the demonstration meetings. An attempt is made to visit each library every year.

STATISTICS AND RECORDS

The office prepares forms, and compiles statistics of attendance, circulation, special materials used, and inventory.

PUBLIC LIBRARY RELATIONS

The supervisor is responsible for the maintenance of all official and informal relationships with the Public Library.

PROFESSIONAL ACTIVITIES

Active co-operation with the A. L. A. and with the various educational associations is an important part of the work of the supervisor. Work on committees, correspondence, questionnaires, sending out of material, and answering requests for information about the system occupy a portion of each week.

SUMMARY

The libraries in Detroit Schools are strengthened by being essential integral parts of the school organization.

The supervisor is not an executive officer. Her work is to study, plan, advise, recommend, and promote the best good of the department. Regular school administrative departments carry out the recommendations.

It is our policy to standardize routine matters, and to leave the individual librarian free as to her methods and procedure, with an interest in capitalizing successful and original work, and allowing as free scope as possible for it.

Because principals must supervise in their own buildings, they have become students of the special departments and their aims. Platoon school principals are the strongest friends the libraries have, not excepting the children. The library is an accepted and much appreciated part of the school.

But with all of the organization and standardization involved, the problem of supervision remains primarily one of human relationships and understanding. The supervisor must act as liaison officer with all the skill, tact, and human sympathy she is able to bring to every contact, whether it be a question of changing the kind of paste on the supplies list, or adjusting a misunderstanding between a principal and librarian.

Between the office of the Department of School Libraries and the children at the library tables, there may seem to be a great gulf of practical detail fixed. It must not be a gulf of the mind and heart if either the system or the supervisor is to be saved.

THOUGHTS ON CHARGING FOR BOOK RESERVES

BY MABEL W. THOMAS

Assistant Librarian Oakland (Calif.) Free Library

At the Oakland main library alone about two thousand books are reserved each month; in the busier months of the year this figure is exceeded by from one to four hundred. Altho most of these books are "main library books," about half of these reserves are sent in by borrowers at branches thru the interchange service. In case of the most popular books, which are under reserve at the main library and at all of the branches as well, all branch copies are often sent in to the main library and all reserves are handled there. The reserve system and the branch interchange system are thus very closely tied together.

Reserves are increasing in number, and are likely to do so until such time as the book fund can be largely increased.

Below are statistics for last October, which may be taken as typical, as the proportions of fiction to non-fiction and of calls filled to books reported missing and books not called for are found to vary little from month to month.

Total Reserves Filed		2184
Reserves Filed:		
Fiction	591	
Non-fiction	935	
Total		1526
Not called for:		
Fiction	195	
Non-fiction	248	
Total		443
Books found to be missing, and not supplied by branches or State Library:		
Fiction	57	
Non-fiction	158	
Total		215

Thus, out of every ten books reserved, one is reported as missing and unavailable, two are not called for, and seven are delivered to the borrowers who reserved them.

With so large a proportion of missing books it would be impracticable to collect a fee for reserving at the time the postal is filed or the request left. The money, in ten per cent of the cases, would have to be refunded, which would be both troublesome and expensive. On the other hand, if the fee is paid when the borrower calls for the book, the two per cent of persons reserving books who fail to call for them will escape payment altogether, and the

fee can not be made to serve as a deterrent from the careless filing of reserves.

The reserve system is one of the chief means by which our library functions in its circulation of books. It is not an accidental appendage which could readily be removed without disturbing the organism. Without reservation of books the chance that any one borrower would succeed in obtaining from the library a particular book which he wants, would be very small. In the cases of very popular books it would be almost an impossibility. While reserved books form but a small proportion of our total circulation, they are a very large factor in the total of satisfaction given by our service.

It is difficult to see why any public library, supported by taxation, should charge for this fundamental element of its service. For the Oakland Free Library to do so would be open to certain objections because of certain peculiarities of our local situation.

Allusion has already been made to the small number of books in the library in proportion to the population we have to serve. If our book-stock were permanently fixed, a certain number in the main library, the rest distributed among the branches, we could never achieve our present large circulation. There has been built up in this library a system of interchange of books, which gives us what a merchant might describe as a large "turnover." In effect the "interchange service" is simply a short-time reserve system, by means of which the particular books wanted by individual borrowers are delivered to them at their respective branches. In passing, it might be well to observe that the county library system, which is California's unique contribution to the development of the American public library idea, is also based on the principle of the interchange of books and the reservation of the special books wanted by each borrower.

Every time we issue a book which has passed thru either the reserve or the interchange process, we perform for the borrower a special, personal service. It is service of this kind which is most highly valued and which makes of our borrowers strong supporters for the public library system in Oakland.

If we were to charge for this service, would it not cease to be a means of accumulating good will for the library?

OUTLINES OF A SCHEME OF CLASSIFICATION FOR ORIENTAL AND OTHER LIBRARIES

A Plan Founded on the Decimal Classification and to be Used in Connection With It

BY WILLIAM ALANSON BORDEN

Formerly Director of State Libraries, Baroda, India

DR. DEWEY'S Decimal Classification was designed to be used in American libraries and its almost universal use in the libraries of the United States bears witness to the care and knowledge involved in its building.

Even from the American standpoint it has been criticised because it has crowded fourteen primary subjects into ten primary divisions, but this criticism is more academic than practical, for the real value of the decimal idea does not lie in the primary root, but farther along in the subdivisions where one can intercalate new subjects as they come up.

But from the Oriental point of view, and, to some extent, from the European viewpoint also, the Decimal Classification has two or three rather grave defects. It provides a dignified position and symbol for but one of the five great religions; to but eight of the world's literatures, and to the individual history of not a single country.

From the standpoint of the American library, as well as from those in Great Britain, Germany, France, Italy, and Spain these objections have very little weight; they are looked upon as minor points, possibly even as recommendations, but from the libraries of some of the "minor European countries," and from those of all Oriental, "Non-Christian," countries these points are defects and almost vital ones. The Oriental is even more anxious to save his face than is the European.

A collection of Gujerati books in a Boston library might well be designated by the symbol 391.47; they would be seldom, if ever, called for and a long book number would cause no great delay. But if the same books were in a library in Bombay they would be in constant demand and the long book number would vastly increase the work of the office force, and the number itself would advertise the books as being of insignificant value.

Now that the Orient is waking up to the new library spirit it would be a pity not to have ready for them not only our best American classification, but one so amended as entirely to fit their needs.

To make the Decimal Classification international it is only necessary to graft a new root on to the stem. A rather simple operation.

This new root would consist of twenty-six divisions, symbolized by the letters of the Roman alphabet. Most library patrons are already familiar with these letters; if, by chance, they were not, the local letters could be used instead.

In sixteen of the present Dewey classes the letter is simply substituted for the first digit, the figures following being the same as in the published scheme: Psychology being indicated by B50 instead of 150. Political Economy by F30 instead of 330. These sixteen classes are the following:

- A General Works
- B Philosophy
- C Christianity (Religion)
- F Sociology
- G Philology
- J Natural Sciences
- K Medicine
- L Useful Arts
- M Fine Arts
- N Amusements
- O Literature
- U History
- W Geography, Travels
- X Biography, Collected
- Y Biography, Individual
- Z Children's Library

The remaining letters of the alphabet are to be used for the subjects that pertain intimately to the country in which the library may be situated, or to the inhabitants thereof. These letters establish the international character of this newer classification.

The letter D, in its regular alphabetical place, indicates the religion of the library's country or of its patrons, whatever that religion happens to be (unless it is Christianity, in which case it would be indicated by C). This gives full dignity to a subject that is likely to lie close to the hearts of the patrons. Were the library in Bombay D would indicate Hinduism; were it in Tokyo, Shintoism would be indicated.

The letter E gives a place for a second religion, should there be more than one whose followers frequent the library. In Bombay E would indicate Mohammedanism, in Tokyo Buddhism. Both D and E are to be subdivided

as best fits the religion and the people involved. each library should be a law unto itself as to just how this subdivision should be worked out.

In like manner the letter H represents the language of the library's country or of its patrons, with I to indicate a second language. In Brussels H would indicate French and I Flemish. All subdivisions are to be determined by the library involved. Languages other than those indicated by H and I would go under G.

The letters K and N are to be subdivided like 610 and 790 in the published scheme.

The letter O, Literature, is the most important subject in the whole classification. Somewhere among its subdivisions, probably among the ultimate ones, will be found the one that indicates the literature of the library's country. This symbol should be dropped and the letters P, Q, R, and S substituted:

P General literature of the library's own country,

Q Fiction of the library's own country,

R Poetry of the library's own country,

S Drama of the library's own country.

This arrangement brings the literature of the country into the root of the classification, a place of the greatest dignity, and also gives the shortest possible book numbers to those books that more frequently pass over the charging desk.

In many libraries, particularly those in India, there is a second language used by the patrons, with its own considerable literature. That literature may be indicated by the letter T.

There is but one subject remaining, History, an important one, and most important to the libraries in the country chosen. The regular Dewey subdivisions are fine enough for this subject, except in the case of the library's own country; in this classification we will use the letter V for that country's own history.

All of the subjects indicated by these later symbols are to be subdivided by the library itself. It has the books to be arranged into classes, it knows the people who will use them, and it best knows the history of its own country and how it should be divided.

It is understood, of course, that the writer is not advocating the use of this new Decimal Classification by any American library or by any library in the larger countries of Europe. The original Dewey classification serves their purposes very well. Of course, while he was about it, he has given a primary symbol to all primary roots, but his principal aim has been to give to all smaller nationalities an equal opportunity to emphasize their own literatures and beliefs.

With this change libraries all over the world can use the Decimal Classification with advantage and with pride.

ADVANCED LIBRARY COURSES AT THE UNIVERSITY OF MICHIGAN

THE Department of Library Science of the University of Michigan announces that in the eight weeks' Summer Session June 25-August 17, an unusual group of courses will be offered for both undergraduate and graduate students.

The work will be concentrated on cataloging and classification problems, altho there will be other courses in addition. Professor Margaret Mann, of the University of Michigan, will offer a course in cataloging and classification of books paralleling the course which she gives in the first semester of the academic year, while Professor J. C. M. Hanson of the University of Chicago will offer two graduate courses, one in the Library of Congress classification, and the other in advanced cataloging problems.

Additional graduate courses will be offered by Professor Gjelsness of the University of Michigan, who will teach national and regional bibliography, and Professor Goodrich, who will offer a course in special collections.

Undergraduate courses will also be given in library administration (Vera S. Cooper), in reference (Eunice Wead), and in the care and use of ephemeral material (Edith Thomas). There will probably be further courses in high school library work and in book selection for children's rooms.

In making this announcement the Department calls attention to the fact that all the work given in the summer session will count toward either the B.A. or M.A. degrees in library science.

JOURNALISM FOR CHILDREN

ANY reader of the JOURNAL who can give information on journalism for children will please communicate directly with Miss Murphy. This letter has been forwarded to us by Mr. Evart G. Routzahn of the Russell Sage Foundation.—Ed. L. J.

"I am gathering material for a piece of research on the tendency toward and the value of incorporating a children's section in the newspapers of United States.

"I should like to get a complete list of papers which regularly include journalism for children or journalism by children either in the form of a page devoted to that feature or in the form of a periodical supplement.

"Also, I would greatly appreciate hearing of anyone who has made any study of children's journalism or of any material source to which you might be able to refer me."

"LOUISE MURPHY."

2125½ Ridge Avenue,
Evanston, Ill.

THE DEWEY DECIMAL CLASSIFICATION TWELFTH EDITION—AN APPRECIATION

BY R. R. BOWKER

It was indeed a marvel that an undergraduate student, sitting in the college chapel under the dull platitudes of a president's sermon, with book classification in his sub-consciousness, should have the happy inspiration of a system which in the half century since has literally made its way the world around. It was an invention or discovery second only to that of the great arithmetician Napier, who early in the seventeenth century developed the marvelous system of logarithms and made use of a decimal point to clarify the cumbrous decimal notation based on the system of figures which had come to Europe from India thru the Arabs to replace the awkward Roman letters.

The idea of applying the decimal system to quality instead of quantity, so to speak, and especially of using the sub-divisions to the right of the decimal point for sub-sub-divisions under subjects to the most minute degree, was entirely novel. It at once gave the key to a perfectly systematic arrangement of books, perfect except in that no classification can be perfect because of the many relations which a single book may have to different subjects, while the book can have only one place on the shelf.

The idea was one applicable not only to book classification but in statistical and other fields, and it has always been a matter of surprise to me that it has not been more widely utilized in such fields. In my Edison years I applied it to the cost accounts and statistics of the New York Company, with the result that in an hour's monthly consultation with the accounting and operating heads of staff I was able to trace out possible waste, extravagance or loss to the minutest particular. I used the 000 for general corporate expenses, as rent, legal expenses, etc.; 100 for expenses of an electricity supply corporation; 200 and 300 for operating expenses, etc.

Once conceived, the idea had only to be stated to tell its story. Each step from the first digit in the hundred place to that in the ten, the unit, the tenth, the hundredth and so on to the full need of sub-division was absolutely logical and orderly and for the first time a classification was devised which was truly to be called expansive. The expansive classification, so-called, of Charles A. Cutter, a combination of letters and figures, was not only too complicated for easy use but required reshaping and remem-

orizing for each expanded stage. For most library purposes, on the other hand, the decimal system as applied by Melvil Dewey furnished an easy practical clue and permitted the utmost extension of sub-division. As a result, the great libraries like the Library of Congress and the New York Public Library have preferred to develop classifications of their own, many libraries, including the branches of the New York Public Library itself, have adopted the well-nigh universal language of the D. C.

The restriction to ten figures, which made impossible an even division into thirds or quarters, was unfortunate in arithmetic, and the limitation to ten classes was unfortunate in classification. But the use of ten figures was too well grounded in our methods of thought to permit of the duodecimal system with its twelve digits, which would have given us an even arithmetical division into halves, thirds or quarters and extended by two the main divisions in classification. The method of thinking in tens and tenths has become so fixed in our habits of thought that it is only with the greatest difficulty that we can think out the more perfect scheme. Under this limitation there had to be a like limitation of main classes, more or less artificial, and this is a defect which cannot be obviated in any system of the kind, but which is in great measure obviated by flexibility in sub-divisions.

There have been endeavors to overcome this difficulty by using the letters of the alphabet in combination with figures, with the disadvantage that this at once interferes with the general logic of the scheme. One of the best examples is the proposal by Mr. Borden for the Oriental countries to replace the figure in the hundred column with a letter corresponding to some extent with the sequence order of the letter in the alphabet, but using intermediate letters for religions, languages or literatures in the special countries, which would assume altogether different proportions in the several countries. Thus he would designate the zero class, General Works, by the letter A, the 100 class, Philosophy, by the letter B, and for the 200 class, Religion, he would use C for Christianity, D for the dominant religion in the particular country as Hinduism in Bombay and Shintoism in Tokyo, and E for a second religion as Mohammedanism in Bombay and Buddhism in Tokyo or for other religions than the dominant one, presenting an exceptional example of the use of

a single letter for main subjects instead of the otherwise objectionable combination of letters and figures. Naturally Mr. Dewey is disposed to deprecate any such modification of the main system, as well as modifications of sub-divisions, which interfere with the logic and harmony of the complete scheme. But there is a considerable and not unreasonable tendency to make some modifications to meet the special needs of localized or special libraries, which is within what is known in copyright parlance as "fair use."

It was a second happy inspiration that notwithstanding the disadvantages indicated, young Dewey was able to lay out a general scheme of ten classes from 0 to 9 to embrace all knowledges as they were fifty years ago. It was inevitable that, especially in this half century of rapid development in the sciences, the system should have become seemingly more or less lopsided and out of gear, but this merely represents the eternal contest between standardization and development. No system devised today would be good for an eternal tomorrow and the objections are more than offset by the benefits of a permanent and practically universal scheme, as now adopted by thousands of libraries in many countries.

The 12th edition of the Decimal Classification, which was delayed from hoped-for publication in the semi-centenary year to 1927, presents in the first volume—literally of unnumbered pages, tho aggregating 752—the decimal classification system to the most minute and most modern sub-division, and the second volume, pagged 754-1243, of 490 pages, contains an admirably specific alphabetical index to the most minute sub-divisions, with abundant cross-references. For example, under the word "High" in this second volume is arranged in sub-alphabet about every conceivable use of the word "High," with the possible exception of highball and high jinks, to wit:

High	
altitude observatories	522.14
church Anglican church	283
cranberry	634.745
five card games	795.4
huckleberry	634.737
jump athletics	796.43
license temper. ethics	178.4
pressure engines	621.11253
hot water heat'g	697.4
pip'g hydraul.	621.253
steam heat'g	697.5
skools pub. skool sistem	379.171
2dary educ.	373
speed telegrafy	621.3824
treason law	343
velocity overshot wheels	621.222
warp tapestry manuf.	677.642

This is certainly an example of minute index-

ing, to be followed where such minuteness is desirable, and illustrates another phase of the remarkable flexibility of the D. C. system.

The D. C. has been adopted in most countries of the world where library progress has followed the American standard, and in Belgium the Institut International de Bibliographie of Brussels, in its French adaptation of the system, has gone still farther in sub-divisions, especially in those classifications which represent the developments of the past half-century, while adhering closely to the general lines of the D. C. classification. The Brussels scheme is now in course of publication in fascicles of which the latest issue goes to page 811 and covers the classification thru 619.993.5. As Librarian Bradford of the Science Library at South Kensington points out in the *Library Association Record*, while the Brussels classification gives fifty pages in double column to the sub-division of organic chemistry—practically a new science, the twelfth edition of the Decimal Classification gives a half page in single column and the Library of Congress scheme but two pages in single column; and Dr. Bradford incidentally expresses regret as a bibliographer that, despite the acceptance by the D. C. authorities of the Brussels extension of detail, certain subjects have been developed in the later editions of the D. C. not in consonance with the Brussels publication, notwithstanding the co-operation which had been planned.

An interesting corollary of the general use of the D. C. is that it has given a new language within the library field. As the telephone has caused us to think of people and places by telephone numbers entered in the telephone directory, so the D. C. has caused librarians to think and talk of classes of books by their numbers, and thus "the 400's" or "the 800's" on library tongues mean Philology or Literature.

The D. C. is intended, of course, not only as a catalog classification but as a guide to the "relative location" of books on the shelves in replacement of the old and awkward fixed location of former days. Many libraries, however, have for special reasons found it desirable to alter the arrangement of sub-classes on the shelves, making separate departments in line with the general separate arrangement, for example, of fiction and juveniles.

This article, it should be noted, is an appreciation of the Dewey Decimal Classification without endeavor to make criticism of its details or its application, which must be left to other pens in the hands of those who have been practical workers in the field of classification. But after all such criticism as can be made the D. C. will remain always a monument and symbol of American library progress.

ARCHIBALD CARY COOLIDGE

BY THOMAS FRANKLIN CURRIER

Assistant Librarian, Harvard College Library

ARCHIBALD CARY COOLIDGE achieved distinction in so many fields that his importance to the library profession is apt to be overlooked in any appreciation made of his services. As a public servant of international reputation, as educator, author, and editor of *Foreign Affairs*, his life work was indeed varied, and these phases will be sufficiently described elsewhere. In the pages of the *LIBRARY JOURNAL* belongs the record of his activity as benefactor and director of the Harvard University Library and enthusiastic supporter of all movements that strengthened or increased the efficiency of American librarianship, particularly as it touches the work of scholarly research.

Professor Coolidge's contact with European affairs was early stimulated thru his services as acting-secretary of the American Legation at St. Petersburg, then as private secretary to his uncle, T. Jefferson Coolidge, minister to France, and later as secretary of the American Legation at Vienna, all of this between the years 1890 and 1893. Soon after his appointment to the teaching staff of Harvard University, he was impressed with the lack of materials available in America for thoro research in European history. The situation in 1895 was not much better than in 1859 when Prescott bequeathed to Harvard his collection of books relating to the reigns of Ferdinand and Isabella: "This collection is curious and difficult to procure and may be of some value in a library which I believe does not contain complete materials for foreign history of any period however limited in extent."

It is true that before 1895 something had been done towards collecting secondary materials, but the strength of Harvard's resources in primary documents for the study of world affairs was practically nil. At this juncture Mr. Coolidge took hold and initiated a long

period of giving by presenting to the University a collection of Slavica offered by Harrassowitz. Soon after, he was joined by a member of his family in placing in our building the magnificent Riant library of works relating principally to the Ottoman empire and the Crusades. Persistent additions to these last named collections, covering a term of many years, have made them practically complete so far as books in the western European languages are concerned. But Mr. Coolidge was not satisfied. The visit of Prince Henry of Prussia to Harvard was made the occasion for the announcement of a gift to be used in rounding out Harvard's collection of German history, the entire collection when completed to comprise at least ten thousand volumes and to be known as the Hohenzollern Collection. The interest thus aroused in Germany resulted in bringing as a gift to Harvard sizable and in some cases fairly complete series of parliamentary documents of the German Empire and its states. There is no spur to the collector sharper than accomplishment. One thing leads to another, and completeness in one field only emphasizes the needs of neighboring fields, and so Mr. Coolidge either by personal gift or by diplomati-

cally enlisting the help of others gradually encompassed the globe, and a resultant wealth of material deluged our shelves. Africa, China, Japan, India (the Hunter library), South America (the Montt and Sanchez libraries), Oceania, were all represented besides the countries of Europe which are more directly the sources of our own civilization. Nor were his gifts confined entirely to historical material. The collections which he purchased en bloc have added thousands of volumes to non-historical sections of the Library, and of late he had given liberally to the upbuilding of French literature and



ARCHIBALD CARY COOLIDGE, 1866-1923

the fine arts; our somewhat unusual collection of books on Russian art is due entirely to his personal buying, while associated with Mr. Hoover in Russian relief work, and to his persistent efforts since to fill the gaps. The thoro-going methods of attack he used are well illustrated by the following incident. When the first proofs appeared of the famous Richardson check list of collections relating to European History, a rush job was made of checking the Harvard holdings, and orders were at once mailed to our buyer, then in Europe, to get everything not already on our shelves and to procure material not listed by Dr. Richardson.

Mr. Coolidge's activity in buying for his own subjects and the success of the purchases which he had himself financed, led to his assuming ever-increasing responsibility in the general direction of the library's unusual purchases. He was ever an opportunist: the possibility of acquiring a really satisfactory ready-made research collection was always a good argument for adding that particular subject to the Harvard Library's peculiar fields, and at times he adopted the slogan "buy first and find the money afterwards."

That a scholar's library must have an endless number of books and then—more books, is granted even by the man on the street. The man on the street and the generous donor do not always realize that even the indefatigable scholar cannot do his work unless the possessions of the library are properly housed, organized and cared for, and, alas! only the administrator is really conscious of the high cost of service, organization and housing. Mr. Coolidge attacked these problems with the same reckless expenditure of his own time and energy that he devoted to book-buying. He made himself a thoro master of the intricate details of classification, cataloging, and other processes of library work. Thruout the period of his administrative activity, he constantly threw open the doors of the library's policies and methods to the clear, pure outside air of common sense and practicability; old practices stood only when established firmly on these foundation stones. Moreover, to show the theoretical desirability of a given undertaking was not sufficient; it must be proved to be worth while as compared with its probable cost; and the necessity of its precedence over other possible undertakings must be established, together with the assurance that it could be carried sufficiently close to completion in a reasonable space of time. With the decision to initiate an undertaking, once its desirability proved, and the financial support assured, its magnitude was of little importance, but Mr. Coolidge kept a close finger on the pulse when

such undertakings were in progress and knew a surprising lot about the intimate details of the work and the rate of progress.

His interest in the problems of classification and cataloging began soon after his earlier gifts to the Library. The difficulties experienced by a staff chronically undersized and overburdened were brought home to him, and it was at first his custom to contribute to the Library the services of some one of his own graduate students to handle his latest purchase, he himself helping in the planning of the classification. In this way he shared, or even directed the working out of the Harvard classification schemes for the whole field of foreign history. As the rate of increase of the library collections grew during the years previous to the new building, he was instrumental in speeding up the reclassification of the remaining unclassified sections, and finally when a new building was assured, he procured funds from the Corporation sufficient to carry the work to completion. A year or two before this work came to an end, the whole question of arrears of cataloging and catalog reorganization came to the fore, and a large part of the funds alluded to above were applied to putting the Harvard card catalog on standard sized cards, bringing up arrears, transforming the then existing combination of author, place and classed catalog into a dictionary catalog, and establishing a combination union and official catalog to be kept in the staff rooms. All of these big undertakings gave him an opportunity to study with minuteness the details of cataloging, and during the reorganization he himself when in Cambridge not only was daily in touch with what went on, but personally approved or settled numberless matters of policy arising in their execution, and finally, when the card catalog was established in the new building, he, with the help of classifiers, personally surveyed the historical sections, with a view to improving the arrangement and clearing out dead lumber. To his enthusiasm and financial support is due the present printing of cards for Harvard titles which has progressed alphabetically since the beginning of the reorganization of the card catalogs. By this printing, fresh cards, prepared in satisfactory fashion, have been substituted for a multitude of unsatisfactory and older titles, and several thousand books have now been cataloged with completeness that he had given at times when the flood of accessions was too great for the staff employed at that period to handle adequately.

This account would not be complete without some reference to Mr. Coolidge's share in the planning and execution of the plans for the new library building. During the whole period

of preparation and construction, he was keenly alive to every consideration that would serve to make it more ideally fulfill its purpose, and here again this interest and activity concerned not only the larger plans, but he laid a ready hand to the execution of details. Such matters as the arrangement of the different classes in the stack, the assignment of the studies, and many similar matters, had the benefit of his advice or planning. The gigantic operation of transferring the books from old Gore Hall to temporary quarters, and back again, moved forward under his watchful eye. An example of his interest is shown by the way in which he corralled the able-bodied men of the staff and captained them one Sunday morning, when the card catalog was to be shifted to the new building without interfering with its use by the public. He himself headed the human chain that passed the trays along from hand to hand from the old cases out thru the main floor of Randall Hall into the waiting truck.

His success in the field of general library administration can be judged better from the outside than by one who was so closely associated with him as was the present writer. As director of the University Library, his function was to co-ordinate the activities of the whole library system, and his broad views and generous diplomacy did much to conserve the

University's resources and place books where they would be best used and most intelligently cared for. That he considered it no small part of his duties to keep intimately in touch with the workings of the central library is shown by what I have already written. This indeed was evinced by daily trips around the Library to advise here and there, to receive reports of progress and to impart news of matters of interest. These visits were looked for as a part of the regular routine, and many a question was put aside to be brought up at these times. In his relations with the staff, his aim seemed ever to be to enlist or take advantage of the special interests and enthusiasm of the individual, whoever it might be, and to sink formality in order to attain this end.

In these notes I have attempted to touch only on matters which came to my personal knowledge as one cog in a large library system. Each one of us with whom Professor Coolidge came in touch could undoubtedly make important and interesting additions; but these hasty notes will at least indicate how, altho occupied with many affairs of moment and when he might have remained satisfied with being the generous donor of books, Professor Coolidge went far beyond, and gave to the Harvard Library, perhaps too generously and unstintingly for his own good,—himself!

PROPOSED LIBRARY INFORMATION SERVICE BILL

BELOW is given the text of the proposed bill for a Library Information Service, a report upon which was made to the American Library Institute in Chicago in December by Miss Edith Guerrier of the Boston Public Library. The bill, according to the report, has been favorably reported three times since its first introduction in 1919 and practically every objection to it has been satisfactorily met, and one may hope for its enactment in the not too distant future. In the meantime, along with the educational campaign for more extended knowledge of government documents, several useful aids for librarians have been provided. The Superintendent of Documents issues a weekly mimeographed list of all Government Printing Office publications, offers a selective distribution to depository libraries, and has opened a Government bookshop. The *United States Daily* is an invaluable source for current information, tho too expensive and too recent in origin to make available to smaller poorer libraries information from the whole mass of government publications. The proposed central Library Information Service would be able to reach, thru libraries of all classes, inquiring readers and students in all

classes. And the acquainting of the American people with the accomplishments of our government as told in its printed publications is an adult education service deserving the enthusiastic devotion of libraries.

DRAFT OF THE PROPOSED BILL

Whereas, it has always been the intention and purpose of Congress, in providing for the publication of documents at the Government Printing Office, to promote the diffusion of knowledge and the spread of useful information among the people of the United States, and

Whereas, the libraries of the United States constitute a potent agency in the dissemination of printed information: Therefore,

Be it enacted by the Senate and House of Representatives of the United States in Congress assembled, That the Superintendent of Documents shall prepare and distribute to depository and other libraries, weekly descriptive lists of a selected number of current publications available for distribution from his office. These lists shall contain such information and comment as may be needed to indicate clearly the scope and character of the publications noted; and may

further give suggestions for the efficient use of any publications issued by the Government. It shall also be the duty of the Superintendent of Documents to provide, in response to specific requests, information regarding printed and mimeographed matter issued by the Federal Government.

To enable the Superintendent of Documents to carry out the provisions of this Act, he is

authorized to establish in his office a section to be known as the Library Information Service, with such personnel as he may deem necessary. There is hereby authorized to be appropriated per annum for the necessary expenses of the Library Information Service, including salaries, printing, and travel outside the District of Columbia, when incurred under written direction of the Public Printer, the sum of \$25,000.

VOTERS' READING LISTS

A "VOTERS' SERVICE" to which the A. L. A. is making a contribution is a series of talks, interviews, and discussions being broadcast by the League of Women Voters and the National Broadcasting Company, beginning last month and running until November, designed to give unpartisan information and historical background which will be helpful in forming intelligent judgments on the issues of the campaign.

The A. L. A. lists prepared for January 17 and 24 were printed in our last number. Below appear the lists for January 31 and February 14. There is no list in connection with the program for February 7.

It is hoped by the League and the A. L. A. that libraries will bulletin these lists.

FLOOD CONTROL

JANUARY 31.

Speakers—Ex-Governor Parker, Louisiana; General Jadwin; Robert Isham Randolph.

Lyle Saxon. *Father Mississippi*.

There are few books in print that contain a satisfactory story of the last Mississippi flood. This one does. In addition you can spend a delightful evening living over with the author the early days along the banks of the great river.

George W. Pickels. *Drainage and Flood-control Engineering*.

One of the best books on the engineering phases of flood control.

WHAT PROGRESSIVE LABOR EXPECTS IN 1928

FEBRUARY 14.

What progressive labor expects of the political parties in 1928. Speaker—William Green, president of the American Federation of Labor. Samuel Gompers. *Seventy Years of Life and Labor*. This autobiography of Samuel Gompers gives a graphic account of the political, social and economic life in the United States for a period of over 50 years.

Fascist labor charter. William Green in *Current History*, June, 1927.

RECATALOGING AT THE VATICAN LIBRARY

A PARTY consisting of William Warner Bishop of the University of Michigan Library, J. C. M. Hanson, associate director, and for the present academic year acting director, of the University of Chicago Libraries; Charles Martel, chief of the Catalog Division of the Library of Congress; will sail on February 2 to Italy, for the purpose of conferring at some length with the Vatican Library authorities on the principles and practice of cataloging the great collection of printed books. Later this party will be joined by W. M. Randall, formerly of the University of Michigan Library, and possibly by one or two other American librarians. A beginning will then be made at cataloging a small section of the Vatican Library, trying out the plans worked out that have been agreed upon.

A year ago Mr. Bishop made a survey of the Vatican Library for the Carnegie Endowment for International Peace. Out of that survey have grown certain projects looking toward expert aid in re-organizing some of the Vatican Library's special branches of service. Expert cataloging has been provided for the incunabula, numbering over 6,500. Plans are being made for a brief-title combined list of all the sixty thousand manuscripts. Four members of the Vatican Library Staff are in America for experience and study, two at the Library of Congress, and two at the University of Michigan.

A MEMORIAL gift of \$10,000 to establish the Florence M. Cushing fund for cultural reading has been made to Vassar College by Miss Elizabeth G. Houghton, of Boston. Miss Cushing served as librarian of the college from 1874 to 1876 and was one of those present at the organization meeting of the A. L. A.

THE LIBRARY JOURNAL

FEBRUARY 1, 1928

IT is the earnest desire of all librarians and all others acquainted with the library situation in the United States that the bill to increase the salary of the Librarian of Congress to \$10,000, introduced by Representative Luce, chairman of the House Library Committee, may have passage at this session of the Congress. This post, at the head of the nation's entire library organization has far greater responsibility and service than any library post in the country, yet for years a number of library salaries have been \$10,000 and more. Dr. Putnam has cheerfully resisted all temptation to leave this post of service, tho the inadequate salary, in face of that which any great corporation would pay such an executive, has meant that he has given his full time, strength, experience and ability to the nation for more than a quarter century, at a half or a third of what the service should earn and what would be paid by a business organization to such an executive. It would be a pity indeed if this injustice should longer continue. It is gratifying to note that another bill has been introduced to secure for the ultimate use of the Library of Congress, in future years, the two blocks at the back of the library building which will be needed, possibly within the decade, for the overflowing contents and the increasing work of our great national library. This is a necessary piece of foresight and it is to be hoped that both these just and necessary bills, entirely non-partisan, may have no opposition which will prevent prompt passage.

THE present month marks the semi-centenary of the Providence Public Library and of William E. Foster's connection with it as its first and only chief librarian. Mr. Foster entered the library profession immediately on his graduation from Brown University in 1873 as librarian of the modest Hyde Park Public Library and was called back to Providence for the organization of the library which he soon made famous and which has grown from that day to this, until it has outpassed the facilities

afforded even by its present noble building, erected in 1900. An original member of the A. L. A. in 1876, he was one of the earliest stand-bys in the development of the LIBRARY JOURNAL, as well as of the Association, and altho he has been less seen of late years by his fellow librarians than they would desire, he has maintained his rank as one of the foremost men in the profession thruout this half century and more of service. He is another example of the fact that men in their eighth decade can retain their vigor as executives and add the value of long experience in a service of ever-heightening quality. The Providence Public Library will ever remain a credit to the people of Providence and a monument to William E. Foster.

A MOST important new departure in true library internationalism is the plan to send State Librarian Ferguson of California and City Librarian Pitt of Glasgow as a commission to study and report upon library conditions in South Africa, for which purpose they are to have a year's leave of absence from their respective institutions. This is the immediate result of the visit of Dr. Keppel and Mr. Bertram of the Carnegie Corporation of New York to Africa last year and is financed by an appropriation from that corporation, which has a special fund for use in the British Dominions, hitherto applied only to Canada and Australia. The South African Union is one of the British Commonwealth of Nations which has greatest promise for future development, and that in this future development the function of libraries should have full usefulness is of first importance. It is with wise and happy forethought that this new move has been made.

THE *Union List of Serials* must receive increasing recognition as the years of its usefulness continue, both as an extraordinary example of co-operative enterprise and as illustration at once of the high cost and great economy of such work. It was made possible by the advance payment amounting to \$60,000 by subscribing libraries which recognized that \$1200 invested in the enterprise, less than the salary of a capable assistant, gave a time-saving and research-promoting tool equivalent to the service of many trained and experienced librarians. Non-subscribing libraries may obtain copies for \$75, or on rag paper for \$3 additional. The opportunity has been taken to divide the edition between part rag and entire rag paper, and the permanence and usefulness of each will be carefully noted and compared. This price of \$75, tho seemingly high, represents real value and a moderate share of the large cost, a cost which

in this instance has been kept down by the generous offer of the Wilson organization to undertake the enterprise practically without profit to itself. Another example of the high cost of such enterprises even half a century ago is that of the great *American Catalog* of 1876 in its two volumes, an enterprise costing \$27,622 and returning after all copies had been disposed of \$27,321, a direct loss of \$301, without counting a penny for the services of its originator Frederick Leyboldt or his successor as general

editor. The recent *American Library Directory* cost six thousand dollars before the first copy was bound, and the advance price to libraries was based closely on this cost. Bibliography is indeed one of the most expensive of practical services and until Mr. Wilson developed his service scheme of graduated charges, an innovation quite unorthodox in its beginnings, great works could be put thru only by such advance guarantee as has made possible the *Union List of Serials*.

AMONG LIBRARIANS

John Christian Bay, medical reference librarian of the John Crerar Library and for several months past acting director during the continuing illness of Clement W. Andrews, has been appointed librarian.

Mary B. Graham for over three years at the U. S. Veterans' Hospital, American Lake, Washington, has recently been transferred to the Veterans' Hospital, Sheridan, Wyoming, to establish a library there. This is also a neuropsychiatric hospital.

Winifred Gregory, 1910 Wisconsin, editor of the *Union List of Serials*, is now in Washington working on *A List of the Serial Publications of Foreign Governments*, under the auspices of the American Council of Learned Societies, the A. L. A., and the National Research Council, and with the financial support of the Laura Spelman Rockefeller Memorial. Headquarters for the work will be in the Library of Congress, but the work will involve about a year for checking entries in libraries abroad.

J. C. M. Hanson, acting director, University of Chicago Libraries, for the fiscal year, July 1, 1927 to June 30, 1928, was on February 1 appointed professor of the Graduate Library School of the University, to open on October 1st. As noted elsewhere he has been granted leave of absence for five months for special work at the Vatican Library in Rome. His residence is 5227 Ingleside Avenue, Chicago, to which personal mail should be addressed.

Margaret Hutchins, 1908 Illinois, has resigned her position as reference librarian in the University of Illinois Library and lecturer in the Library School to join the staff of the Queens Borough (N. Y. City) Public Library as reference specialist. Miss Hutchins is in charge of the reference work in the branch libraries which has been made a separate divisional activity, and is also instructor in reference and bibliography in the training school.

Lucile (Liebermann) Keck, 1920 Wisconsin, has joined the staff at A. L. A. headquarters to be the assistant to the chief of the personnel divisions.

Grace Osgood Kelley, chief classifier at the John Crerar Library, appointed supervisor of cataloging and classification.

Harlow Lindley, since 1898 librarian, and for twenty years head of the department of history of Earlham College, Richmond, Ind., becomes librarian of the President Hayes Memorial Historical Library and Museum at Fremont, Ohio, February 1. The property, consisting of the Hayes homestead and about ten acres of ground, was presented to the State of Ohio and is maintained by the state, and the library was built a few years ago by the state. In addition to his work at Earlham Dr. Lindley has lectured on history at other institutions and has been director of the department of archives and history of the Indiana State Library and of the Indiana Historical Commission.

Harry Miller Lydenberg, reference librarian of the New York Public Library, has been appointed assistant director, continuing however in general supervision of the reference department. Keyes D. Metcalf, 1915 New York Public, has been appointed to the newly created position of chief of the reference department. He remains for the present in charge of the preparation division.

Gladys E. Seymour, 1925 Ch. Course Western Reserve, appointed librarian of the Public Library, DuBois, Pa.

Katharine Shorey, 1924 Western Reserve, is in charge of the extension department of the Davenport (Ia.) Public Library.

Raymond L. Walkley, librarian of the University of Maine at Orono, has been appointed to direct the reorganization of the Tufts College Library, and will leave at the close of the present college year.

LIBRARY WORK

Most of this department for the present number is devoted to summaries of chapters in George Alan Works' study of College and University Problems published by the American Library Association. This volume was reviewed by Theodore Wesley Koch in our last number.

LOCALIZING RESEARCH COLLECTIONS

IN some fields of knowledge the printed resources are so limited that there are enough for only a very few centres. These conditions call for a co-ordination of effort on the part of higher institutions of learning, says Dr. Works in the chapter on "Co-operation in the Development of Library Resources for Research." It is a problem for trustees, administrative officers, and faculty members rather than for librarians. It means that most institutions will have to make a choice between mediocrity of work in a wide range of subjects and a relatively high type of research in a limited number of fields. Complete sets of fundamental research publications are scarce and in many cases the available supply is already exhausted, as Charles W. Smith pointed out in his paper "The Vanishing Supply of Research Periodicals" in the *LIBRARY JOURNAL* for 1921 (49:117-119). James Rowland Angell said in 1919: "Almost every great university is put in the position of attempting to foster all the major fields of research and an unlimited number of accessory ones. Local pride has repeatedly led to the effort to develop forms of research which may be intrinsically of minor consequence and altogether anomalous in the regions where they are undertaken. State institutions are constantly subjected to pressure of this character, leading to the formation of new departments, some of which have no substantial justification beyond the gratification of the ambition of some energetic professor or some small group whose interests will be theoretically promoted in this way. . . . Some institutions by mere virtue of the fact that they secured an early occupancy of a field have developed to a considerable degree of advancement research work in special directions which might perhaps have been more advantageously developed elsewhere. But meantime, being in possession of the property, it would be ill-advised to attempt to dispossess them. In any event while it is futile, and were it not futile it would be unwise, to attempt any arbitrary and coercive methods in the solution of this general problem, it is not too much to hope that by intelligent voluntary co-operation something may be done to safeguard the situation against an indefinite continuation of the present condition."

Competition among the libraries is not only greatly increasing the cost of securing material but, much worse, results in the scattering of material. From the standpoint of a large development of research, it would be better if there were more concentration of the materials treating of highly specialized fields of knowledge and of those in which there are distinct limitations in the supply of printed materials. It would be cheaper in many instances for institutions to pay all the expense incident to a graduate student's going to another institution to secure access to the materials he needs for his research than to purchase them, even when this is possible.

Some measure of co-operation already is to be found. It exists between Stanford University and the University of California, with reference to the Hoover War Library and the Bancroft Library, respectively. The University of Michigan Library does not buy genealogy because this is a field in which the Detroit Public Library specializes, nor does it endeavor to secure unusual books that are to be found in the White Collection of the Cleveland Public Library. There is also co-operation between the New York Public Library and the Columbia University Library. The library of the University of Minnesota has an agreement with the Minnesota Historical Society covering genealogy and local history. It is also co-operating with the Minneapolis Public Library and James Jerome Hill Library of St. Paul with reference to the purchase of certain kinds of material.

CHANGES IN STAFF

DIFFICULTY in keeping a staff was one of the problems frequently mentioned by college and university librarians to Dr. Works. Data were collected on certain aspects of this problem and a computation made of the percentage of the full-time staff that left service in the period from 1921 to 1925 inclusive. One of the striking features is the marked differences. The range is from 4.4 per cent at Cornell to 48.2 per cent at Ames. The large proportion of changes at Ames is due partly to the readjustments that have been in progress in that institution in recent years. An additional factor is the employment of graduate students and the wives of graduate students as untrained assistants. The percentage of change at Stanford,

which has the second largest proportion, is 32.7. The use at the loan desk on a full time basis of graduate students is a factor in the situation at Stanford.

The data on the size of the staffs and the number who left the service were available for thirteen of the institutions for the period from 1911 to 1925 inclusive. These figures indicate for the institutions included that both of the five-year periods from 1916 to 1925 show approximately a third more change due to staff members' leaving service than was true in the 1911 to 1915 period. The median period of service appears to be relatively low for a group of professionally trained workers. In collecting the data a difficulty was met in getting librarians to distinguish between members of their staffs who should be considered professional and those who would be classified as clerical. In some cases the librarians reported the entire staff, and this may be a partial explanation of the relatively low median.

DEPARTMENTAL LIBRARIES

DEPARTMENTAL libraries are defined as collections of books, not designed to serve the needs of a college, that are located in some building outside the central library, and also as special collections found in the general library building that are administered independently or semi-independently of the general library. The relation of departmental libraries to the university library was found to vary greatly in the institutions studied in this survey. In a few instances they were almost entirely independent, but in a large proportion of the cases they were in reality branches of the main library, and this latter condition seems to represent the general trend. It is a trend approved by Dr. Works, who believes that there should not be decentralization of library service, for the entire college or university, unless the departmental libraries are to consist entirely of duplicates, as at Yale, which has the advantages of a consolidated library and the departmental library combined. This would mean a unified library service for the entire institution with the exception of such colleges or schools as may be located in centers remote from the university, and even in these cases it would seem desirable for the librarian of the central library to have general supervision of those libraries off the main campus. At the University of Illinois there are ten departmental libraries with a paid assistant in charge of each, and all are open for twelve hours a day. The policy pursued at the University of Michigan is quite similar to that in Illinois except that a considerably larger proportion of the books are in the general library. This is ex-

plained partially by the inadequacy of the library building at Illinois, where a new library building was being erected at the time Dr. Works' study was in progress. A larger percentage of the books will undoubtedly be found in the new building. In Michigan there are five departmental libraries with a paid assistant in charge of each. Of these, four are open ten hours a day or more. The general library purchases all books and catalogs them, and cards are placed in the catalogs of both the general library and departmental libraries. The assistants in charge of these are on the pay roll of the general library. The policies of these two universities are receiving considerable acceptance in other institutions.

Law libraries and medical libraries were found to show the greatest degree of independence. In a few institutions the medical library was found to be entirely independent of the university library. In a majority of the cases in which this was true, the medical college and the general library were located in different cities. At Michigan, Minnesota, and Yale, the medical libraries were not only a part of the university library service but were housed in the main library building. In several of the institutions studied the law libraries were completely independent. In some cases the catalogs of the general libraries did not even show the resources of the law libraries. The closest relationship administratively between the law library and the general library for any of the institutions reporting on this point was found in California, Illinois, and Oregon. In each of these institutions, books are purchased and cataloged by the general library and copies of the cards are located in both the general and college catalogs. The person in charge of the library is in each case selected by the law college and is on the budget of that college.

The size of the campus and the location of the library building with reference to the other buildings are important factors in determining the extent to which it is necessary to go in making provision for departmental libraries. Unfortunately, many of the institutions have completely outgrown their original plans, and it is not always possible at present to get the library as well located as is to be desired. The college devoting most of its efforts to the liberal arts presents a very different problem from the university. In institutions of the former type a central library should be all that is necessary aside from small collections temporarily lent to departments. The technical college dealing with a relatively restricted field of knowledge does not have great need for departmental libraries.

The Bancroft Library of California and the

Hoover War Library of Stanford are examples of special collections administered more or less independently of the general library. In the case of the former, altho it is housed in the main library building, it is administered independently of the general library except that the books are purchased thru the order department of the general library. In the judgment of the writer the policy followed at Yale and Cornell, by which special collections are made a part of the general library but placed in charge of curators, is designed to make for a more unified and complete service with less expenditure of funds. Evidence was found that in some instances the special collections had been established because of the indifference of the general library to the research and instructional needs of certain phases of university work. Municipal reports are illustrative of the type of material that is likely to be found in independent collections.

Accepting the view that departmental libraries should be branches of the general library, the following are important elements in the establishment of an effective service. First, all books purchased should be part of the general library. In addition, purchases of printed resources should be made by the librarian; all materials should be cataloged by the general library; cards for books should be found both in the general and the departmental libraries; the librarian should have the responsibility of determining the hours that each departmental library is open and of selecting the persons in charge of the branch libraries; those in charge of branch libraries should be on the pay roll of the library; the librarian should have authority to transfer books to the branch libraries when in his judgment they will better serve the needs of students and faculty by being placed in the branches; and provision should be made for telephone and adequate messenger service. Finally, college libraries should have no different administrative relationship to the central library from that of the other libraries. Provision may be made for giving them a larger degree of autonomy than is desirable for departments. This may be done by having them carry an item in their budget for library purchases, by making provision for a library committee for the college, etc.

To effect the change from a relatively decentralized library organization to centralization is not easy. In making it, librarians and administrative authorities should recognize that faculty members will do their best research and teaching only when they are relatively free from irritation. It is better to wait for some time than to slow up the productive work of an individual or a department by an abrupt

invasion of what the individual or the department regards as its library prerogatives, unless there is serious interference with the rights of other individuals or departments.

POSSIBLE ECONOMIES IN UNIVERSITY LIBRARIES

IN BUYING and cataloging books and providing space for their use in college and university libraries there is still opportunity for more economical practice. Dr. Works points out in his *College and University Library Problems*. The elimination of the present highly competitive conditions in certain fields of knowledge in the book market would mean economy in the long run. Many faculty members who were interviewed in the course of the survey were of the opinion that buying of duplicates is overdone. Careful studies of the use of duplicates might result in a reduction in the number it would be necessary to purchase. The cataloging of books is a relatively expensive process, and practically every library of more than 500,000 volumes reported that it was getting a decreasing proportion of its cards from the Library of Congress. This is due to the increased proportion of foreign books being bought by libraries. If the Library of Congress were to select a group of libraries whose cards it would print and make available to other institutions the great waste which results from several libraries' going thru the same process on the same books would be lessened. If Congress would provide an appropriation large enough for the more rapid printing of cards for the ordinary run of books another real saving would be made for the libraries of the country, which are sometimes obliged to make their own cards instead of waiting for delivery from the Library of Congress.

A greater measure of centralization of service in some institutions would make it possible to reduce somewhat the duplication both of books and of periodical literature. Several instances were found in which one or more departments, schools, or colleges maintained cataloging departments in connection with their libraries and entirely independent of the cataloging department of the central library. If well-trained and relatively highly paid members of the staff are spending a considerable proportion of their time in doing things that can be equally well done by persons of less training, a saving could be effected by a larger measure of differentiation in the work. The tendency to make the library architecturally one of the most beautiful buildings is commendable, but has the disadvantage of making the cost of furnishing study space very expensive. Unless the student when doing his studying is actually

using the resources of the library, its justification may fairly be questioned. In the University of Minnesota the reading room of the old library was some time ago fitted up with individual desks and thrown open to the students for study purposes.

THE DESIGNING OF LIBRARIES

A COMPLETELY successful library building can be attained only when architect and library administrator work together in close consultation at every stage of the planning, according to Arthur E. Bostwick of the St. Louis Public Library in his contribution to the Library and Museum Reference Number of the *Architectural Forum* (December 1927) entitled "The Librarian's Ideas of Library Design." In the cases of some notable library buildings, no working librarian was consulted at all in connection with the plans, with the result, in one case at least, that \$50,000 was necessary to fit the building to its proper uses. On the other hand, librarians who had the requisite influence with their boards have sometimes prepared complete programs covering the sizes, number and relative positions of all the rooms in the libraries and required architects to work to these programs, a procedure equally unfair to the architects.

A building intended to store books with safety and a reasonable degree of accessibility is one thing; to house the vast departments that are now necessary to bring about adequate contact between book and reader is quite another thing, says Dr. Bostwick. Public libraries nowadays are not so much storage places for books as community reading clubs, to use a phrase of the late Walter Cook. The old library forbade, or at least discouraged, use by the general public. The new library not only invites the public, but strives to attract the public by its exterior and interior. No library with this end in view should be located at a distance from the sidewalk or have its main floor elevated above the head of a passerby. It should be easy for a pedestrian to look thru large windows directly into the library, so that, especially at night when the interior is lighted, everything that is going on is plainly visible to him.

The prevalence of free access of readers to the shelves has materially altered the method of book storage. A combination of the two chief methods—the unified stack system and the departmental system—is now attempted. The most successful compromise is doubtless that made in the new central building of the Cleveland Public Library, where there is close connection with each section of the stack, all the books being thus subject to free access. The

plan is expensive to administer and has been most successful in libraries with large incomes.

When the building is planned its future extension should be taken into account. Extra space can be obtained either by adding lateral wings connecting with the original stack room, by vertical addition in the nature of a "book tower," such as is contemplated in the new Yale library, or by digging into the earth for underground storage. Inexpensive storage buildings on cheap land some distance from the main library, as suggested by President Eliot of Harvard some years ago, are also practical in these days of motor transportation. In planning a library building, space should not be wasted on halls and ornamental staircases. Elevators should be provided thruout the building, even in the stacks, where it is easier to wheel loaded book trucks directly into an elevator than to send books up on small lifts.

The more thoroly comfortable a library worker is, the better work he will do, is the writer's opinion. A library must have adequate staff accommodations, including a lunch room with at least a kitchenette, a rest room, and possibly also an adequate recreation room.

From a librarian's point of view, an architect should strive to build something that is pleasing and impressive largely from its simplicity and fitting proportions and that will remain so thru the ages, says Dr. Bostwick in conclusion. The caprices of fashion should not dictate the construction of library buildings. Period buildings are always much in vogue, perhaps too much so. Librarians may insist on some detail of construction that is temporarily in vogue, thinking wrongly that it represents a permanent improvement in administration. A public library building must necessarily serve its community for a considerable time, perhaps to several generations of readers, and its very permanency constitutes a particular claim upon the thoughtfulness and resourcefulness of architect and librarian if the public is to be well served.

DISTRIBUTION OF INCUNABULA

ACCORDING to the latest ascertained figures (1924) more than 450,000 incunabula are in existence today. Of this total about 360,000 are to be found in libraries of one hundred or more incunabula each. More than a hundred present-day libraries have more than one thousand copies. The library containing the largest number is the Bayerische Staatsbibliothek in Munich, which with its 16,000 examples outstrips its nearest rival, the Bibliothèque Nationale in Paris, by more than 6,000. These statistics are derived from Enrique Sparr's *Las Bibliothecas con Cien y Más Incunables y su*

Distribución Geográfica Sobre la Tierra, published by the Academia Nacional de Ciencias, Cordoba, Argentina, of which Señor Sparr is secretary, as its Miscelánea no. 16. His figures are taken from *Minerva*, the *Index Generalis* and the *Jahrbuch der Deutschen Bibliotheken*.

The British Museum Library in London and the Nationalbibliothek in Vienna possess 9600 and 9000 incunabula respectively. The fifth largest library, the Preussische Staatsbibliothek in Berlin, stands much lower, with its 6351 incunabula, and is nearly equalled by the Vatican Library in Rome with its 6,000. The Bodleian Library of Oxford University represents with its 5,000 volumes the university library with the foremost collection of early printed volumes. The Württembergische Landesbibliothek in Stuttgart has 4627, the R. Biblioteca Nazionale di Napoli, 4625; the Staatsbibliothek in Bamberg, Bavaria, 4500; the Oeffentliche Staatsbibliothek in Leningrad, Russia, 4100; and the Kongelige Bibliothek of Copenhagen, 4015. The eight libraries whose number of incunabula varies between 3,000 and 4,000 are divided among Germany (Landesbibliothek, Wolfenbüttel, 4,000; Freiburg Universitätsbibliothek, 3,800; Staats- u. Universitätsbibliothek, Breslau, 3,208), England (University Library of Cambridge, 3,000; John Rylands Library of Manchester, 3,000), Italy (R. Bibliotheca Nazionale Centrale di Firenze, 3,601; Biblioteca Ambrosiana, in Milan, 3,000), and Holland (Koninklijke Bibliotheek, at The Hague, 3,000). Nearly approaching this figure are the Stadtbibliothek in Mainz, Universitätsbibliothek in Basel, Bibliothèque Universitaire de Cracovie, Bibliotheca Corsiniana di Roma, and Szechenyi-Bibliothek in Budapest. In the United States only three libraries overtop a thousand, the Harvard University Library with 1,550, the Library of Congress, with 1,300, and the Newberry Library of Chicago, with 1,150 incunabula.

DECIMAL CLASSIFICATION SUMMARIES

IN CONNECTION with Julian Leavitt's suggestion in the *New Republic* that libraries issue in pamphlet form a condensed outline of the classification scheme of the library to be distributed free of cost (see *LIBRARY JOURNAL*, Dec. 15, p. 1188) Dorcas Fellows, editor of the *Dewey Decimal Classification and Relative Index*, writes:

In this connection it is appropriate to call attention of Decimal Classification users to the *D. C. Summaries* published by Forest Press, Lake Placid Club, at 10 cents a copy; discounts, 20 per cent for 10 copies, 30 per cent for 100, 50 per cent for 1000 or more. It will probably

be very much cheaper for libraries to buy these *Summaries* in quantity for distribution than to print them themselves; also it should be remembered that D. C. material is copyrighted and should not be reprinted without permission from the publishers.

Permission has, without reserve, often been granted to reprint summaries in catalogs or finding lists, provided the reprints represented the material exactly as printed in D. C., but D. C. is a non-profit-making publication, the price of which barely if at all covers the very heavy cost of production, and all returns from sales, beyond necessary current expenses, are devoted to its further development. Reprints, so-called but containing variations, are an inexcusable violation of the copyright, which is maintained, not, as is sometimes mistakenly assumed, for any fancied advantage to D. C., but wholly for protection of D. C. users from the confusion which inevitably rises in their minds on finding the same numbers printed with different meanings in different lists, and of which abundant evidence exists in the explanations for which the D. C. editor is called on by puzzled classifiers, who find numbers published with a meaning at variance with D. C. tables. D. C. sponsors have not the slightest desire to interpose obstacles in the way of any user who wishes to make variations, but merely ask that all such variations be given a distinctive mark (the simplest form is addition of a letter instead of an arabic numeral at the point where variation begins (see Introduction to edition 12 of *Decimal Classification and Relative Index*, p. 35) to show that there is variation from true D. C. tables, and thereby to guard users against the otherwise certain confusion.

The twelve-page *Summaries* pamphlet issued by Forest Press gives (1) the 10 classes, (2) the 100 divisions, and (3) the 1000 sections. For readers who may wish a slightly fuller view of the system the *Outline D. C.* is available at \$1 in cloth and 50 cents in heavy manila covers. *The Outline D. C.* is in the main a 3-figure classification, only occasionally running into longer numbers, with index of about 6000 heads most useful to small libraries, and with explanatory and advisory introduction and notes.

A LIBRARY INSTITUTE under A. L. A. auspices will be conducted by the Drexel School of Library Science, Philadelphia, February 20-25. All interested are invited.

On Tuesday, Thursday, Friday and Saturday there will be discussion of problems of large libraries, college libraries, small libraries and school libraries respectively.

LIBRARY ORGANIZATIONS

ARKANSAS LIBRARY ASSOCIATION

OUT-OF-TOWN speakers and guests including secretaries from three state library commissions—Miss Culver of Louisiana, Mrs. Dale of Oklahoma, and Miss Morey of Missouri—added interest to the twelfth annual meeting of the Arkansas Library Association held November 11-12 at Little Rock. The secretaries described the work of their respective commissions, and James A. McMillen, librarian of the Louisiana State University, read a paper on the obligation of the university to train librarians for service in the public school libraries in the state. H. L. Turner, state supervisor of elementary schools and president of the Arkansas Education Association, considered a related topic in a valuable paper on "What Libraries or Library Service Can Do for Elementary Schools." One of the most heartening of the papers delivered was that of Julia R. Vaulx, librarian of the University of Arkansas, who traced the growth of the book collection from 17,000 volumes, mainly government documents, to the 75,000 volumes of today; the trebling of the library's quarters; and the increase in appropriation from \$3,000 spent for books and periodicals ten years ago to the \$20,000 spent last year and the \$30,000 set aside this year for books alone.

INDIANA LIBRARY ASSOCIATION

A WIDE variety of professional and literary topics were touched upon at the meeting of the Indiana Library Association held in West Baden, Oct. 26-28. William J. Hamilton, president, conducted the meeting. May Lamberton Becker gave a survey of translations from foreign fiction; James A. Woodburn, president of the Indiana Historical Society, spoke on the reading of history; J. Christian Bay, acting director of the John Crerar Library, spoke on "A Handful of Rare Indiana Books," ending with the gift of a Maurice Thompson manuscript to the state library; and M. Llewellyn Raney, librarian of the University of Chicago Libraries, discussed "Poetry as Professional Pabulum."

Frances H. Kelly, principal of the Carnegie Library School of Pittsburgh, gave an interesting talk on children's reading, telling of the important factors which indirectly affect children's reading—health, one of the most important factors, the amount of leisure time the child has, the way the mechanics of reading are taught, the amount of responsibility the parent assumes toward the welfare of his child.

Carrie Scott of Indianapolis was the leader of the children's round table, "Books, Old and

New" being the general theme. Clara E. Rolfs of Gary discussed the replacement of juvenile non-fiction and Inez Crandle of Evansville replacement of fiction. Louise E. Seaman of Macmillan's gave a most interesting talk on "Book Making for Boys and Girls," illustrated with pictures from some of Macmillan's best juveniles. Esther McNitt, state library, led the discussion of local history collections.

Other topics discussed were public libraries and public morals, branch registration methods, college library problems, county libraries, of which there are only thirteen in Indiana, loan desk problems, and publicity.

At the third general session John L. Geiger, Indiana University, talked about Indiana musicians, mentioning a number of Indianians who have attained fame in the music world. Anna Hasselman, curator, John Herron Art Institute, gave a talk on "Indiana Art and Artists," illustrated with pictures of the artists mentioned.

A discussion of "Certification, Why and How," was led by Ethel F. McCollough, librarian Evansville Public Library.

Orpha Peters reported that the Committee on Certification had decided to recommend to the Association that it present no bill on certification to the legislature in 1929, but that they step aside for the state library and enter upon a three years' campaign of education. Louis J. Bailey, state librarian, then led a discussion on "The State Library Building."

Elected officers are: President, Ethel Cleland, librarian Business and Technical Branch, Public Library, Indianapolis; vice-president, Frank H. Whitmore, librarian East Chicago Public Library; secretary, Lola Nolte, librarian Mt. Vernon Public Library; treasurer, Evangeline Lewis, Pendleton.

*Abridged from the report of
RUTH BEAN, Secretary.*

ONTARIO REGIONAL GROUP OF CATALOGERS

THE Ontario Regional Group of Catalogers organized at the time of the American Library Association meeting in Toronto in June, has now a paid-up membership of 38, with at least a dozen other prospective members. The present membership represents nine widely-scattered cities and towns of Ontario and four different types of libraries, public, university, normal and memorial, besides the Dominion Bureau of Statistics and the Office of the Inspector of Public Libraries for Ontario.

The first general meeting of our Group, took the form of a dinner at which Miss Margaret Mann, associate professor of Library Science at the University of Michigan, was the guest of honor and spoke interestingly of the opportunities and responsibilities of the cataloger's profession and of the possibilities for usefulness of such an organization as ours. She also gave us delightful glimpses of her experiences in connection with the American Library in Paris and opened up vistas for the future development of cataloging along the lines of co-operative and international work.

Officers for the current year are: Chairman, Winifred G. Barnstead, chief of the Cataloging Division of the Toronto Public Library; vice-chairman, Kate M. Gillespie, assistant librarian, University of Western Ontario; secretary-treasurer, May H. Skinner, cataloger, University of Toronto Library; and, as representatives, Lurene McDonald, librarian, Hamilton Public Library, and Effie Munro, librarian, Normal School Library, Peterborough.

Abridged from the report of

M. H. SKINNER, *Secretary.*

LEAGUE OF LIBRARY COMMISSIONS

ON December 30, the League of Library Commissions held a meeting at Chicago, with an attendance of about sixty and with eighteen states represented. Mrs. Lillian B. Griggs, North Carolina, first vice-president, presided.

Frances Hobart, secretary of the New Hampshire Commission, led the discussion on problems of the smaller libraries. She said that the librarian is three-fourths of the institution, and advocated certification of librarians even in the smallest libraries. In order to reach all the people, a book-wagon for each township is the ideal method. Service is the best method of advertising, and a well arranged and properly cataloged collection of books. She emphasized the necessity for training the people in the small libraries thru summer schools and institutes, and told of the scholarships given for institutes thru the Colonial Dames.

The necessity of training for trustees was brought out in the discussion, and Mrs. Earl said that Indiana had solved this problem thru its Trustees' Association which had been organized by the Commission.

Frank L. Tolman told of the New York plan for library institutes which have just completed twenty-five years with an increasing attendance. See p. 102. Practically every librarian in the state has an opportunity to attend, and the extension workers have the advantage of personal contacts with all libraries. A teaching institute of one week is being planned and

the Columbia School of Library Service is planning a trustees' week.

The possibility of co-operative work by commissions was discussed by Miss Leora J. Lewis of South Dakota, who pointed out that in a comparatively small group of workers with similar problems, there are many ways of avoiding duplication of effort. An up-to-date list of library equipment is needed; also lists of supplementary reading, statistics of appropriations of different commissions for use with legislative committees, and perhaps co-operation in preparation of articles for commission bulletins. She urged that every commission should send copies to other commissions of everything published even in mimeograph form. She recommended that a one-man committee be appointed to work out a plan. The matter was referred to the Executive Board.

Miss Culver reported progress on the Louisiana demonstration, and Miss Merrill, executive secretary of the A. L. A. Library Extension Committee, reported on recent field work.

The Publications Committee, thru its chairman, Louis J. Bailey of Indiana, reported progress in issuing posters for use in county library campaigns. The matter was left to the judgment of the committee which was also requested to consider the need of a new edition of the *League Handbook*.

Abridged from the report of

CLARA F. BALDWIN, *Secretary.*

COLLEGE LIBRARIANS OF THE MIDDLE WEST

COLLEGE Librarians of the Middle West met with the University and Reference Librarians on December 30. The meeting was devoted to papers and discussions on the need of standards for college and university libraries. The college group was represented by a paper on "Independence for the College Library," by Isabelle Clark, librarian of Grinnell College, which pleaded for freeing the college librarian possessing initiative, scholarship and ability from altogether routine tasks, so to enable her to devote herself to the task of opening up the books in the library to the student. "Willingness to overwork is not always a sign of brain power" and the college library if it would measure up to its responsibilities will require, in addition to those members of the staff doing clerical or routine tasks, assistants whose definite responsibility will be meeting the opportunities stressed in new trends in education.

The meeting on Saturday morning, December 31, continued further discussion of standards for the college library. Karl T. Jacobsen, librarian of Luther College, presented a paper

on "The Library Budget in Colleges of the Middle West." Thirty-eight replies were received from sixty questionnaires sent out, and since replies from several of the institutions were incomplete Mr. Jacobsen compiled the results of replies from thirty-five. The most striking thing brought out in his summary is the great variation in budgets of various libraries. The amount per capita (students and faculty) spent for the library, not including building maintenance, ranges from \$2.62 to \$26.34 if we leave out of consideration the highest, a very specialized library with a per capita expenditure of \$270.77. The average is slightly less than \$12 per capita. Mr. Jacobsen then compared his findings with statistics given for twenty college libraries in the A. L. A. Survey, finding the range in these libraries to be from \$3.56 to \$72.26 with an average of \$18.44. While the basis of this comparison may not be quite on a par it would seem that the budget conditions in college libraries of the middle west are on a lower basis than that of the country at large. Only two or three of our middle west colleges approximate the standard submitted by Mr. Patton of Carleton College in *Libraries*, March, 1926. Mr. Jacobsen concludes that most libraries in the association are struggling along on a budget that makes it impossible for them to function in a really efficient manner.

Interested discussion followed Mr. Jacobsen's paper and a Committee on College Library Budgets was appointed, Mr. Jacobsen chairman, Rose Ball, Albion College, and Betty H. Pritchett, Coe College, to continue further study of the subject and to co-operate with the A. L. A. Committee on Library Revenues.

The paper on "Fundamentals in Planning College Library Buildings," by Frances Warner and Charles H. Brown, of Iowa State College, was printed in our last number.

In the final paper, introduced in the belief that we might learn much by comparison with conditions in other parts of the country, Flora B. Ludington, reference librarian, Mills College, California, gave a paper on "Standards Reached by the Smaller College Libraries of the Pacific States." Her study eliminated the larger college libraries as they had been surveyed by Mr. Willis H. Kerr. She said that not one of the smaller colleges met Mr. Kerr's standard of an initial book stock of 50,000 volumes and three failed to meet the very low standard of the American Council on Education of "at least 3,000 volumes exclusive of government documents." The general average for the entire group of colleges was 47.88 books per student, while the average in thirty-seven colleges in the middle west in 1924 was 61. The

low average is partly explained by the fact that most of the colleges in the region are of recent growth. A reasonable growth in accessions is taking place. Book budgets as follow were reported: Ten colleges of less than 500 students have \$6.66 per student; six of 500 to 1,000 students have \$6.43 per student; and four of 1,000 to 2,000 students have \$8.03 per student; general average for twenty colleges \$7.17. This more than doubled the average of \$3.35 computed by Miss Pritchett for 1924 for thirty-seven mid-west colleges but is less than that of Mr. Lewis for New England colleges (\$9.39). The average of staff members to students was 129, which is very close to Mr. Henry's 130 reported in A. L. A. Survey. The budget for salaries varied as follows: Ten colleges of less than 500 students show \$7.37 per student; six of 500 to 1,000 students have \$9.36 per student; and four of 1,000 to 2,000 students have \$13.07 per student. The average budget for salaries was \$9.80 per student. The rest of Miss Ludington's interesting paper was devoted to a discussion of instruction in the use of the library. Every college that reported over five hundred students reported some instruction in the use of the library. Miss Ludington feels that special attention should be given students coming into college from junior colleges. The student coming from the junior college is expected to use tools that he has never seen before, and is at a disadvantage with students who have had to use them in freshman and sophomore work. She feels that the academic life of these transfer students is a difficult one and that they need special attention from the library. Her survey showed that the average junior college library is not sufficiently equipped for library work.

The committee for 1928 consists of Anna M. Tarr, Lawrence College, chairman; Rachel Ogle, Franklin College, secretary, and the outgoing chairman, Betty H. Pritchett of Coe College.—*Abridged from the report of Betty H. PRITCHETT, Chairman.*

UNIVERSITY AND REFERENCE LIBRARIANS

UNIVERSITY AND REFERENCE LIBRARIANS met with the College Librarians of the Middle West at its first session on December 30, with Charles H. Brown of Iowa State College in the chair.

Carl H. Milam, secretary of the A. L. A., reported on the results of his preliminary canvass as to the advisability of the Association's undertaking the publication of a yearbook covering the field of the university, college and reference libraries. The great majority of the librarians of this group who were approached were in favor of such a publication but many

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were dubious as to the yearbook being self-supporting. If only one thousand copies could be sold the proposed yearbook would have to retail at \$2.25 while a price of \$1.50 could be set for an edition of fifteen hundred copies. It was moved by Frank K. Walter that the A. L. A. College and Reference Section be requested to assume the responsibility of the preparation of a college and university library yearbook, which motion was unanimously voted.

Samuel H. Ranck of Grand Rapids, chairman of the A. L. A. Committee on Library Revenues, spoke of the work of his committee in the matter of setting standards for the support of college libraries. Different methods of citing statistics by the various institutions and educational associations make the committee's task a difficult one and embarrasses it in its sincere attempt to give the right sort of advice to all colleges addressing it on this subject. He reported the fact that the North Central Association of Colleges and Secondary Schools had recently set the minimum for its collegiate members at 17,000 volumes and an annual book fund of \$2,000. Altho this shows considerable advance over the old standard of 8,000 volumes, still quantity alone is a poor measuring stick. On motion of Mr. E. A. Henry of the U. of Chicago, it was voted that the Committee on Statistics of this group (Julian S. Fowler, U. of Cincinnati, chairman) co-operate with Mr. Ranck and his committee in an attempt to arrive at some proper method of citing statistics and standards for college and university libraries. Carried.

Isabelle Clark of Grinnell College, in her paper on independence for the college library advocated that the college library be given a place to itself rather than being merely a subordinate feature under the complete domination of the business manager of the institution. Recognition of the library and the librarian as its representative is important and must be secured so that the library can perform its real function. As well stated by the speaker: "Willingness to overwork is not necessarily a sign of brain-power."

Mr. Fowler gave the results of his study of statistics relating to college and university libraries and dwelt on the difficulty of interpreting them. Figures bearing on the libraries of higher educational institutions are badly needed and are not easily understood. A case in point is the attendance figures of various universities which may refer to all attending during a calendar year or, better, to those actually in attendance in October.

Mr. C. H. Compton of St. Louis, chairman of the A. L. A. Committee on Salaries, spoke of the work of this committee in gathering figures showing salaries of workers in college and uni-

versity libraries. Some librarians are not permitted to disclose any salaries, others give salaries of members of their staffs and not their own. Incomplete figures do not help one to interpret those available. An attempt should be made to convince institutions of the advisability of co-operating in an undertaking which was intended for the betterment of all.

Harold Leupp, University of California, brought up the question of the time of the distribution of the A. L. A. form calling for annual reports from college and university librarians. He moved the adoption of the following resolution: "Inasmuch as the fiscal year in most university and college libraries ends on June 20, and inasmuch as it is proposed to recommend changes in the present form used for the collection of statistics from such libraries, it is recommended to the Executive Board of the A. L. A. that the mailing out of forms for such collection of statistics be postponed until October 1, 1928." Approved.

The second session of the group was held on the afternoon of December 31st and there were some two hundred in attendance.

Theodore W. Koch's review of several important surveys of college and university libraries appeared in slightly abridged form in the LIBRARY JOURNAL for January 15.

George A. Works, dean of the Graduate Library School of the University of Chicago, had for his topic "Research and a Graduate Library School" and his remarks elicited great interest. This paper will be printed later in abstract.

E. A. Henry spoke briefly on the personnel problems presented by a large staff. Some duties are professional and others clerical. Likewise some assistants can aspire to a professional classification while others can not rise above rating as a clerk. The speaker referred to the rather full discussion on this point at the recent meeting of the Illinois Library Association printed in full in the *Proceedings* of its Joliet meeting of October 27-29, just published.

Mr. Leupp (Univ. of California) read a valuable paper on standards, from the standpoint of a large university library, which was printed in abridged form in the LIBRARY JOURNAL for January 15.

The matter of the rising cost to large libraries of the various Wilson indexes sold on a service basis was brought up and Mr. H. W. Wilson made a statement of conditions actually confronting the publishers. Mr. Leupp then introduced a motion, which was seconded and carried, that this group give a vote of thanks to Mr. Wilson and that it appoint a committee representing the different types of libraries here to study the question to see if some substitute can be devised for the present service charge for the Wilson indexes.

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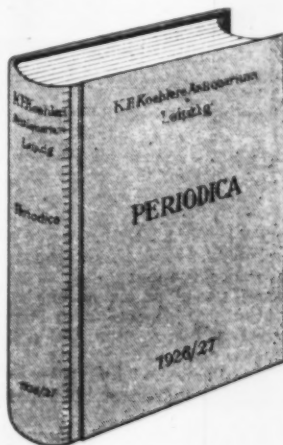
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Harry L. Koopman (Brown) spoke of various attempts of Eastern college librarians to educate the students in the use of library tools and Dr. H. B. Van Hoesen (Princeton) urged the preparation of a syllabus on the subject. Mr. Koopman moved that this matter of educating college students to use library tools be referred to a special committee, that a book of instruction be devised and that universities and colleges be urged thru the proper associations to make the study of library tools a required course in the curriculum to be completed before the end of the sophomore year. Carried.

Earl N. Manchester (U. of Kansas) and Walter M. Smith (U. of Wisconsin) spoke of the various difficulties presented by the proper identification of readers, the collection of fines and the requirement of deposits to be made by all students. Each institution has its

own business system and a method found useful in one library may not apply elsewhere but all libraries have been confronted by these problems and ways were suggested of decreasing their number.

Messages of greeting and good wishes were sent to two of our number unable to be present at this meeting, Dr. C. W. Andrews and Mr. Edward D. Tweedell of the John Crerar Library.

The committee elected to have charge of the next midwinter meetings of this group consists of the following: Harold L. Leupp (U. of California), chairman; Julian S. Fowler (U. of Cincinnati), secretary; Charles H. Brown (Iowa State College), continuing member.

Slightly abridged from the report of
JAMES A. McMILLEN, Acting Secretary.
University of Louisiana Library, Baton Rouge.

OPPORTUNITIES

The United States Civil Service Commission announces the following open competitive examinations: Junior Librarian, \$1,860; Junior Library Assistant, \$1,500; Minor Library Assistant, \$1,140; Library Assistant, \$1,680; Under Library Assistant, \$1,320; Library Aid, \$900.

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College graduate with library training and experience desires library work in or near New York City for the month beginning August 25, 1928; is able to assist in research work. A. L. C. 3.

CALENDAR

March 9-10. At Atlantic City. Meeting of New Jersey Library Association and Pennsylvania Library Club.

April 12-14. At Baton Rouge. Louisiana Library Association.

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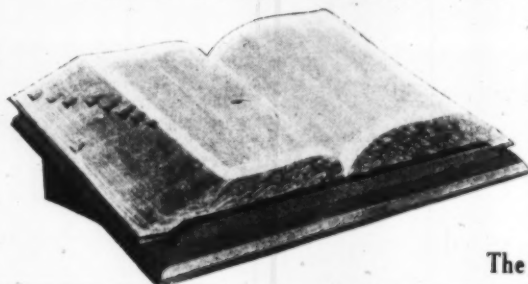
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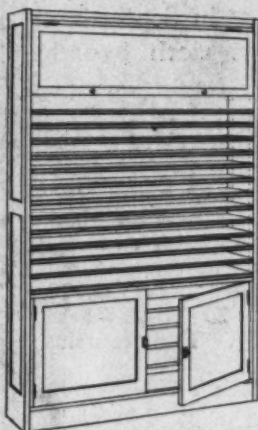
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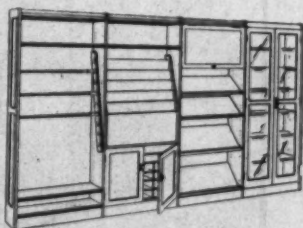
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